

# **UHI | ARGYLL**

## **Guide for new students on:**

Multi Factor Authentication

First Log in

MyDay

Online Enrolment

## **Setting up your UHI Account**

When you join us at the UHI, you will be issued with a username. This is often referred to as your Student ID and is often used in the format ending:

'...@uhi.ac.uk'.

You will also be given a temporary password. You will be asked to change this password later when setting up your account.

This guide will help you with the first login and setting up of your UHI account.

## **Multi Factor Authentication**

Your first step will require you to set up your Multi Factor Authentication (MFA). You'll need this to confirm your identity to access your UHI account and our services when you are not on campus or are using your own device.

We recommend using the **Microsoft Authenticator App**, as this is the most reliable method for accessing your account. Alternatively, it is possible to set up a text or call instead of this, but as they rely on mobile signal, they can take some time getting through, especially in more rural areas.

You will find the link to the app by scanning the QR codes:



Google Play

Get the app



App Store

Get the app

## Initial log in

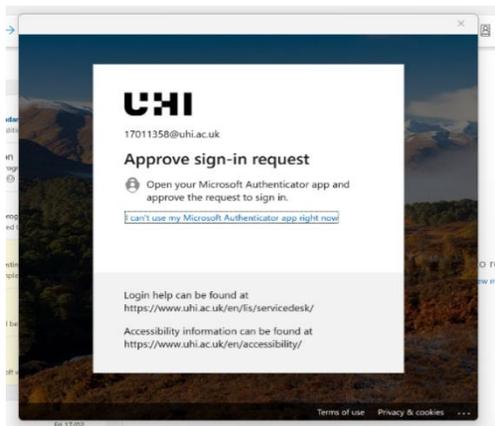
Please make sure you have the following ready:

- Microsoft Authenticator app (if you decided to use it)
- Your Student ID
- Your temporary password

Go to [myday.uhi.ac.uk](https://myday.uhi.ac.uk) and login with your ID ending '@uhi.ac.uk' (e.g. [...@uhi.ac.uk](mailto:...@uhi.ac.uk)) and use the password you have been given.

You will know you have been successful as you will be asked to set up your MFA.

If you have chosen to use the app, follow the instructions as they appear. You will then get a pop up on your phone from the Authenticator App. You need to open the notification and approve it. The App will connect with your laptop and log you straight into your UHI Account.



If you have decided to use either text or a call, select 'I want to set up a different method' at the bottom left of the box on screen. Then follow the instructions as they appear.

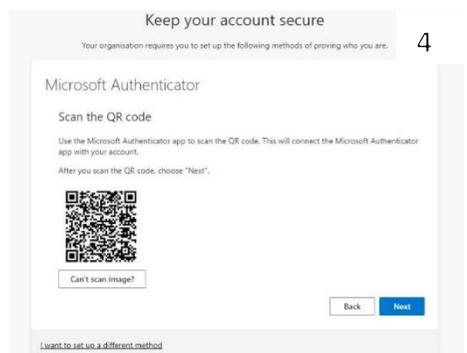
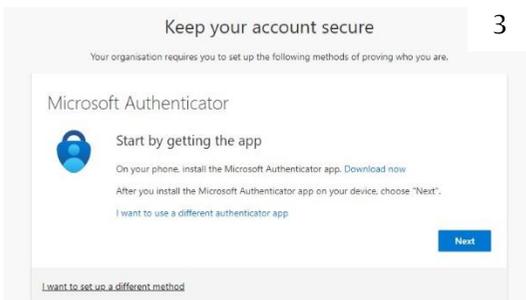
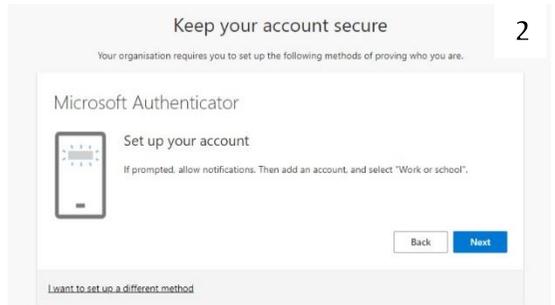
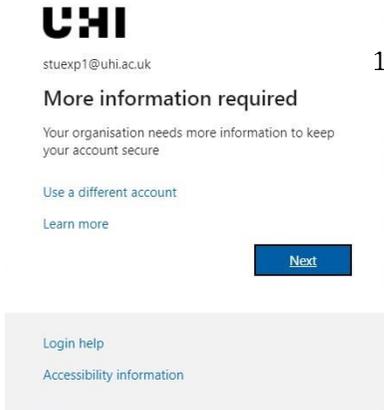
Please note, you cannot use an email address as a form of authentication method. This is only available for your password recovery, which we will come to shortly.

### **Changing your password**

Once you have set up your MFA method, you will then be asked to change your password. When you do this, please take note of the following criteria:

- Your password MUST be at least 8 characters long
- Your password MUST have at least 1 upper case letter
- Your password MUST have at least 1 lower case letter
- Your password MUST have at least 1 number

If you are unsure as to whether you are seeing the correct screens, you should be seeing the following images:



Congratulations for successfully setting up your MFA and logging into your UHI account for the first time! Now you can access your account settings and change your password and authentication method at any point.

## Myday

UHI Myday: at <https://myday.uhi.ac.uk> (or Google search “UHI myday”)

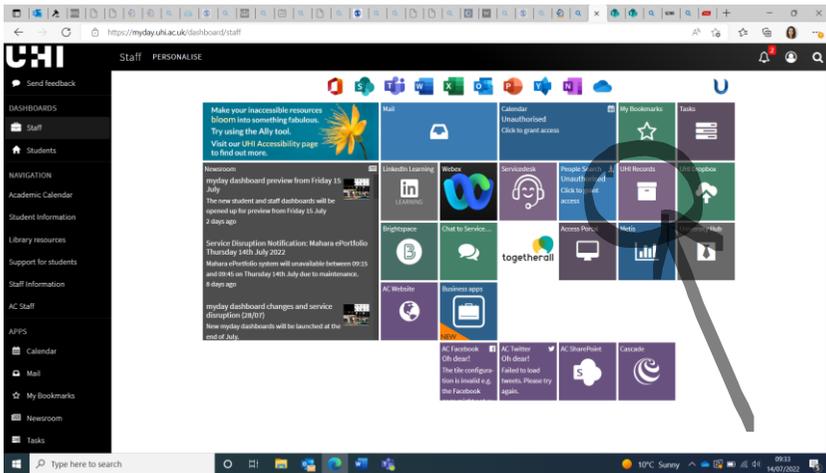
Myday is your student portal (a central location for finding most of the things you will need as a student). From it, you can access:

- Outlook (your student email account)
- OneDrive (where you can safely store all your files)
- UHI library
- Service desk (for technical support)
- UHI Records (where to go for online enrolment, bursary application, etc)
- Brightspace (the online learning environment – from here you can access your classes and coursework)

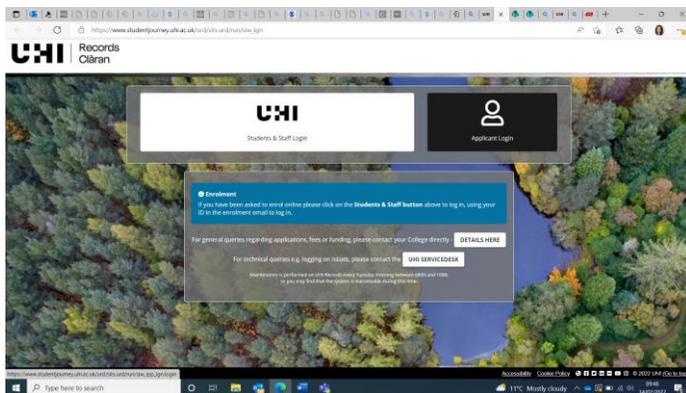
The screenshot shows the UHI Student Home MyDay portal. The interface includes a top navigation bar with 'UHI Student Home PERSONALISE' and a 'Learning Assistant' link. A left sidebar contains navigation options like 'Send feedback', 'DASHBOARDS', 'MyDay FAQ's', and 'APPS'. The main content area features a central notification box with service disruption information for February 2024. Below the notifications is a grid of application tiles for HISA, Mahara, Webex, Outlook, OneDrive, Dropbox, Tasks, Access Point, Brightspace, Handshake, UHI Print, Referencing, Service Desk, The Red Button, Library Account, UHI Records, Chat to ServiceDesk, My Student ID, and Essential Skills.

## Accessing the student hub (UHI Student Records – for enrolment, funding applications, etc.)

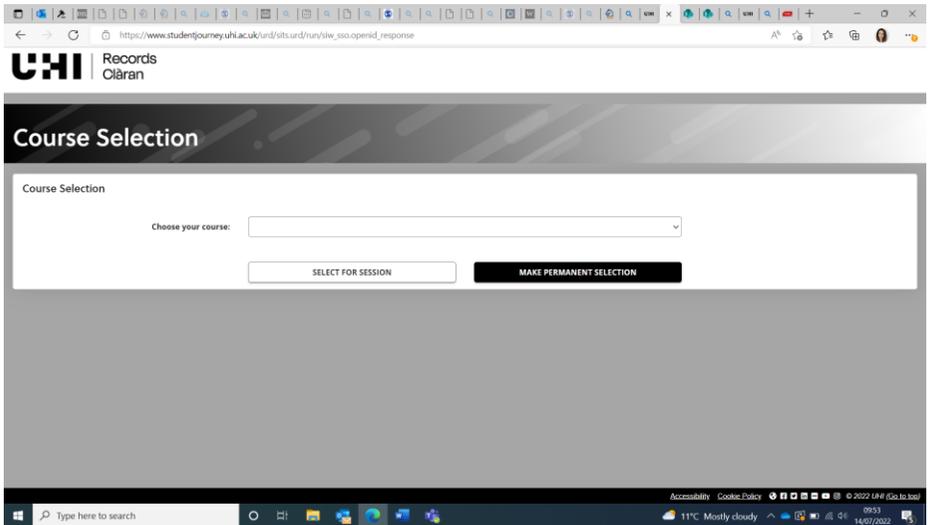
From UHI Myday, select 'UHI Records'.



You will then be directed to a new window which will open UHI Student Records, and you will be prompted to log in under 'student and staff' login.

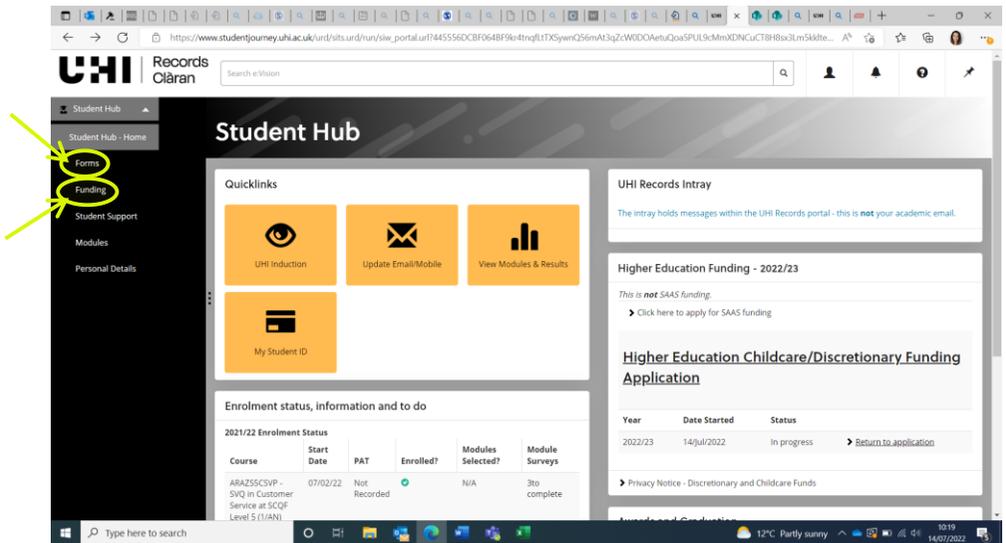


Once logged in, you should then select your course from the drop-down box.



Once you have selected your course it will take you to your student hub. From this page you will be able to enrol, view induction material and view modules and results (where relevant to your course).

Students can also apply for bursary through the ‘funding’ option and access forms for things like council tax discounts and mitigating circumstances, through the ‘forms’ option (illustrated below).



## **Online Enrolment**

Enrolling is a quick but essential process you need to complete each academic year. This helps us to ensure we are holding the correct information about you so that we can support you whilst you study with us.

You will be asked a series of questions as part of the enrolment process. We have a statutory duty to return these responses to the Scottish Funding Council. You can get more information about any of the questions by clicking the “?” icon beside the question, and there will usually be a ‘prefer not to say’ option for some of the personal questions.

Please ensure you enrol onto your course as soon as possible; this may help ensure any funding streams are released as soon as possible to you.

Please also remember, even if you are re-sitting course work or finishing off work you started in a previous year, you must enrol to keep your account open.