Multi-Factor Authentication Guide

SETTING UP MULTI-FACTOR AUTHENTICATION (MFA)

Please use your laptop to set up multi-factor authentication (MFA) for the first time.

It is strongly recommended that you download and install the Microsoft Authenticator app prior to proceeding with this guide. (Note: Do not sign in to the Microsoft Authenticator app after downloading.)

Step 1:

Navigate to "https://mynypportal.nyp.edu.sg/" and click on the (a) "Login" button.



- i) When prompted for the email address, enter your NYP email address (student admin no@mymail.nyp.edu.sg) and then click "Next".
- ii) Enter your password (using the password previously used in the e-enrolment system) and click "Sign in".

NANYANG POLYTECHNIC	
Sign in	NANYANG POLYTECHNIC
NYP Email Account	← @mymail.nyp.edu.sg
Can't access your account?	Enter password
	Password
Next	Forgot my password

iii) Following the display of the message below, click "Next" to proceed with the multi-factor authentication (MFA) setup.



Step 2:

You will receive the following prompt: "Download the Microsoft Authenticator app on your mobile phone (via the App Store for iOS and Google Play Store for Android)". Once completed, select "next".

Meth	od 1 of 2: App
0	2
Арр	Phone
On your phone, install the Micros After you install the Microsoft Aut I want to use a different authentic	oft Authenticator app. Download now chenticator app on your device, choose "Next". cator app

i) You will see the following prompt. Please follow the instructions to add the account to your mobile phone using the Microsoft Authenticator App. Ensure you select "Scan QR code", not "Sign in".

	Meth	od 1 of 2: App
	0	2
	Арр	Phone
:	Set up your account	

ii) The following prompt will appear. Scan the QR code, which is shown on your laptop, using the Microsoft Authenticator app.

Method 1	l of 2: App
0	2
Арр	Phone
Microsoft Authenticator	
Scan the QR code	
Use the Microsoft Authenticator app to scan the Q app with your account.	R code. This will connect the Microsoft Authentic
After you scan the QR code, choose "Next".	
Can't scan image?	

Step 3:

Upon confirmation that the account has successfully been added to the Microsoft Authenticator app, you may proceed by selecting "next".

12:29			중 ∎⊃
📑 Aut	hentica	tor	Q +
-			
A Nar	nyang Polyte	chnic	>
_	Q	mymaii.nyp.	eau.sg
	ß	0	F
Authenticator	Passwords	Addresses	Verified IDs

Step 4:

You will receive the following prompt. A notification is being sent to the Microsoft Authenticator app. Please note the randomly generated number that appears.

	Method	1 of 2: App
	Ø	2
	Арр	Phone
\checkmark		
_	Approve the notification we're send	ling to your app by entering the number shown below

Step 5:

Enter the code displayed in the Microsoft Authenticator app notification on your mobile phone.

12:3	6		🕈 🗊
= A	uthentica	tor	Q +
Ă	Are you tryir	ng to sign i Polytechnic	n?
8	Enter the number	r shown to sig	n in.
à	No, it's not me	Yes	
Ă			•
1		2	3
4		5	6
7 P 0 R	s [4	B	.9
	(c	\otimes

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Step 6:

Upon approval, the following prompt will be displayed. Proceed by selecting "Next".

Method	1 of 2: App
Арр	2 Phone
Microsoft Authenticator	
Notification approved	
\checkmark	
-	

Step 7:

Please enter your mobile phone number and verify that "text me a code" is selected. Proceed by pressing "Next".

	Method 2 of 2: Phone
0 —	Ø
App	Phone
Phone	
You can prove who you are by ans	wering a call on your phone or texting a code to your phone.
What phone number would you lik	ke to use?
[
Singapore (+65)	← Enter phone number
Singapore (+65)	✓ Enter phone number
Singapore (+65) Text me a code Call me	← Enter phone number
Singapore (+65) Text me a code Call me Message and data rates may apply and cookies statement.	Enter phone number Enter phone number v. Choosing Next means that you agree to the Terms of service and Privac

Step 8:

The following prompt will appear. Please select "Done".

	Method 2 of	f 2: Done
Ap	qu	Phone
Success!		
Great job! You have succes	sfully set up your security info	. Choose "Done" to continue signing in.
Default sign-in method:		
Phone +65		
Microsoft Authent	icator	
-		

[Note]

• If you experience any issues or have any enquiries with the MFA setup. Please contact Student IT Helpdesk.

Hotline	: 6550 0099
Email	: NYP_STUHELPIT_from.pccw@nyp.edu.sg
Location	: Blk A Level 1, room A.152 (Behind the vending machines at Food Central)

Our operating hours

Mon – Fri: 0830Hrs to 1800Hrs

LOGGING INTO STUDENT PORTAL AFTER MFA HAS BEEN SETUP

Step 1:

Navigate to "https://mynypportal.nyp.edu.sg/" and click on the (a) "Login" button.

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← → C 😫 mynypportaLnyp.edu.sg			☆ 🖨 Incognito 🚦
		NYP Email FAQ Forgot Password? Login	
	APPLY FINANCING SEMESTER 1 FEES Full-Time Diploma & PFP Learners, i click here to find out more.	(a) G SCHEME(S) FOR AY2025 f you are not already using any financing scheme(s). Functional for the scheme (s). Functional for the scheme (s). Functiona	
O POLYTECHNIC		(i)	
Sign in			
NYP Email Account		NANYANG POLYTECHNIC	
		← @mymail.nyp.edu.sg	
Can't access your account?		Enter password	
		Password	
	Next		
		Forgot my password	
		Sign in	
🔍 Sign-in options			

i) Enter your NYP email address (student admin no@mymail.nyp.edu.sg) when prompted, and then click "Next".

ii) Enter your password (Using the password previously used in the e-enrolment system) and click "Sign in".

Step 2:

You will be prompted for a code. Please input the randomly generated code displayed on your screen into the Microsoft Authenticator app, which will appear as a pop-up notification on your mobile phone.



Step 3:

Please enter the code shown in the preceding step into the prompt on your mobile phone.



Step 4:

Upon completion of Step 3, you will be redirected to the main page of the student portal.



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