



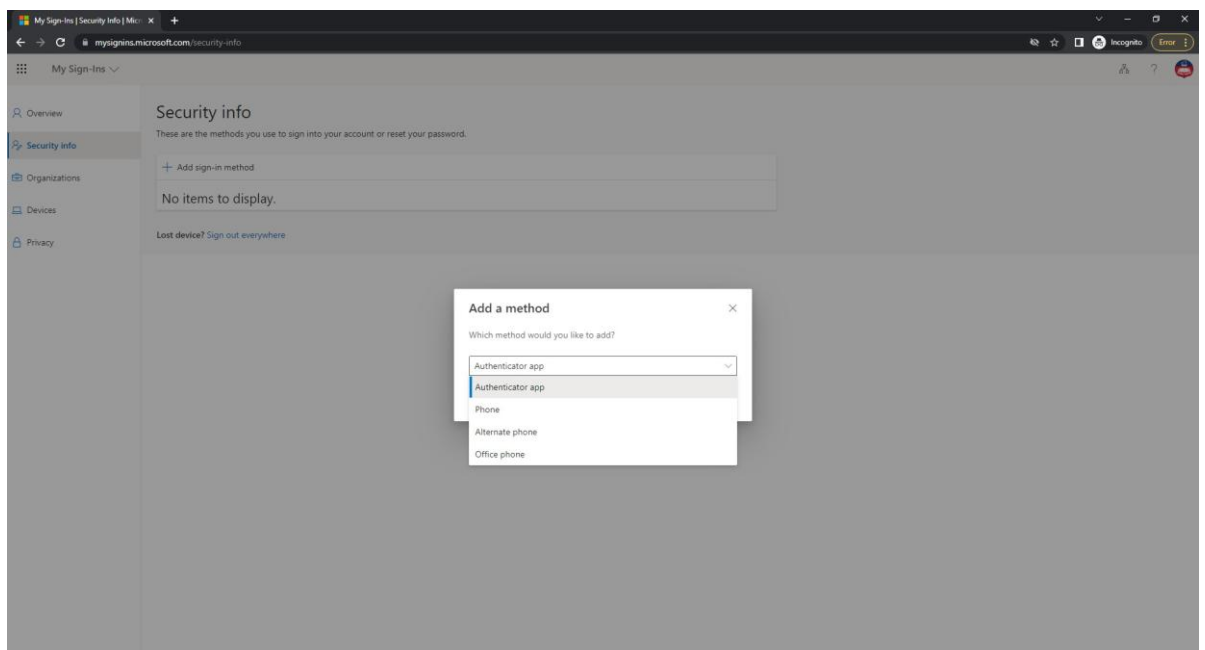
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Set up Self-Service Password Reset (SSPR) and Multifactor Authentication for Office 365 & Remote Desktop Services (RDS)

Please complete these steps when at home.

1. Download the **Microsoft Authenticator App** from the Google Play or Apple store to your mobile device.
2. On the device you are reading this guide (not the mobile phone you have installed the app to) click on the following link <https://mysignins.microsoft.com>
3. If prompted select school account and sign in with your SRPA email address isurname@srpa.co.uk
4. Click the 'Security Info' tab, click 'Add sign-in method' selecting 'Authenticator app' as shown below.

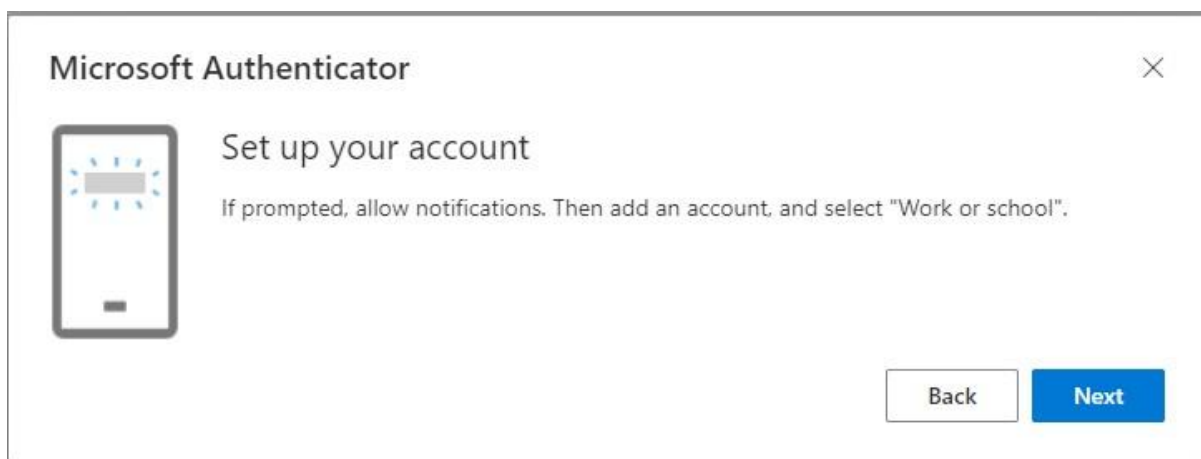




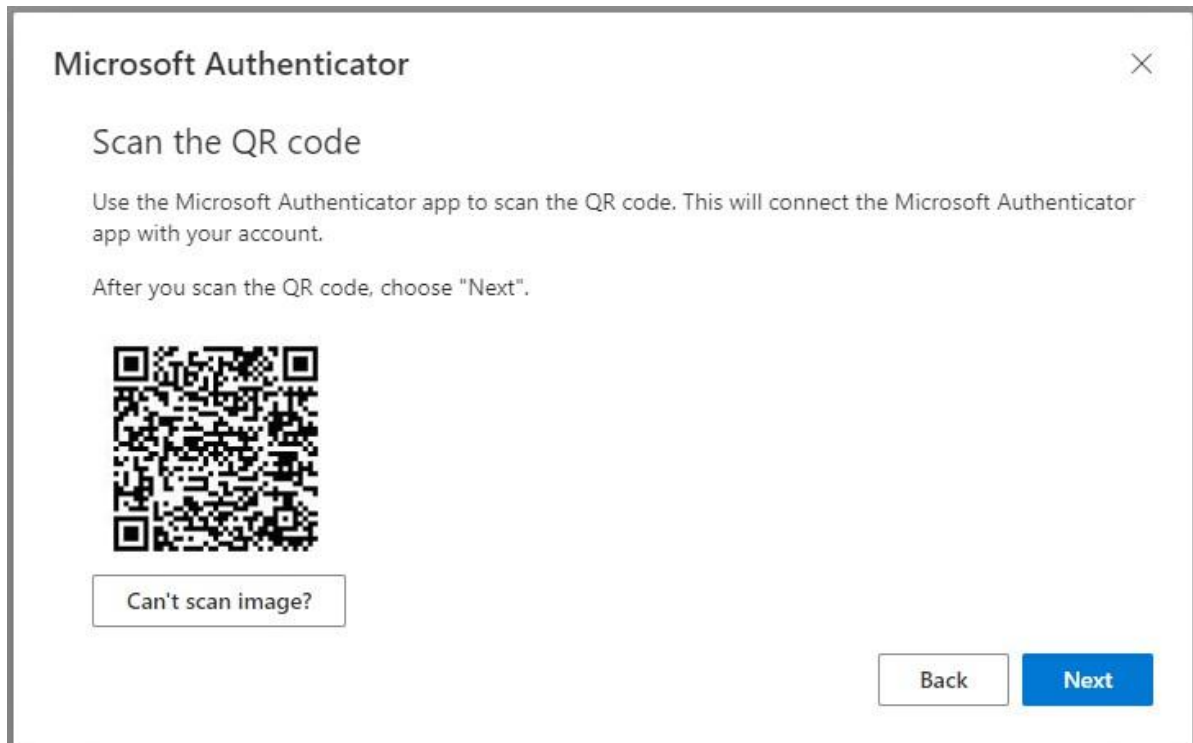
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5. You will arrive at the 'Set up your account' page.



6. Select 'Next' on the above and follow the steps to set your Microsoft Authenticator account.
7. You will be presented with a QR code.



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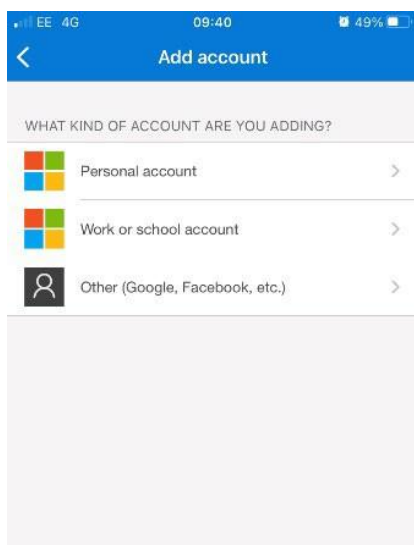
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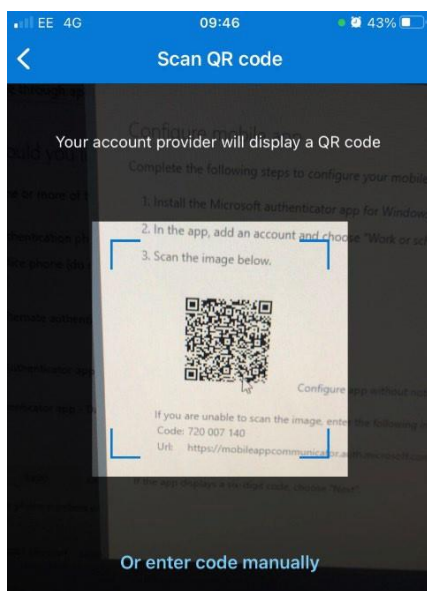
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8. On your Mobile device open the **Microsoft Authenticator App**
9. Select the menu dots and select add account
10. Select 'Work or school account'



11. Scan the QR Code on screen



12. Click 'Next' on the web page



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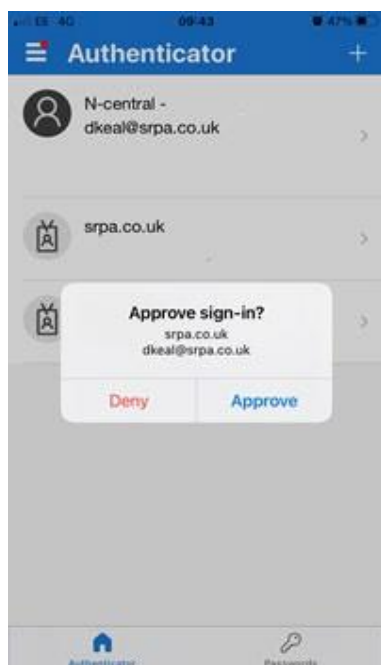
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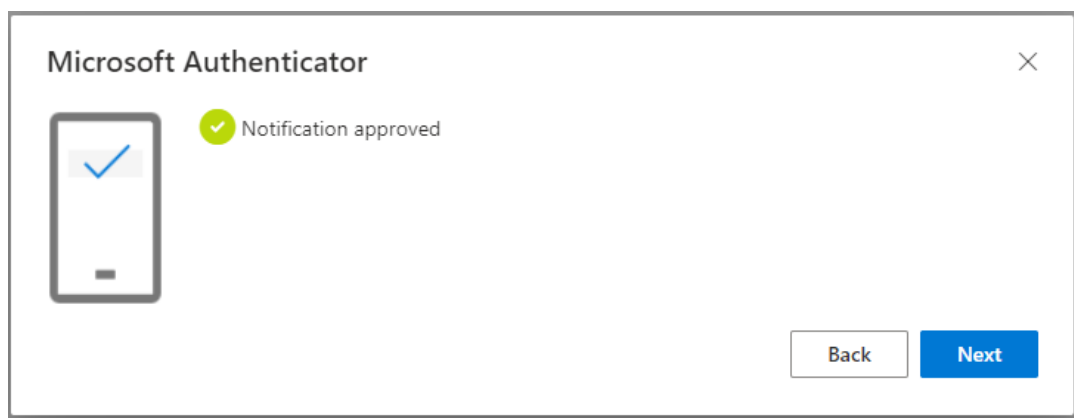
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13. Wait for the approve message on your mobile device and click the 'Approve' button



14. Select 'Next' and on the next screen add your mobile number and click 'Next'.



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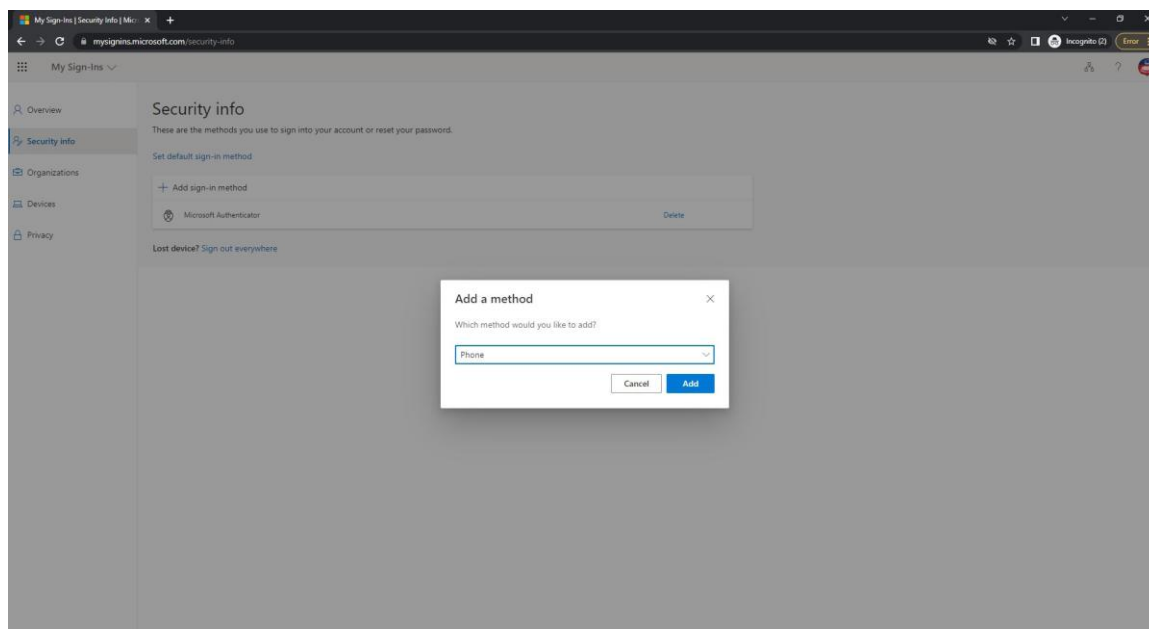
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15. You will need to add a second sign-in method and choose 'Phone' as shown below;



16. Add your mobile phone number

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United Kingdom (+44)

00000000000

☒ Text me a code

☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Cancel

Next



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17. Add the 6-digit code you receive into the box as shown below;

Phone

We just sent a 6 digit code to +44 07706326575. Enter the code below.

[Resend code](#)

[Back](#) [Next](#)

18. Click 'Done' to verify successful registration.

Phone

✓ SMS verified. Your phone was registered successfully.

[Done](#)

19. Check the default sign-in method to the Microsoft Authenticator as shown below;

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#)

20. Success, you are now set up.



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Desktop

REMOTE ACCESS LOGIN PROCESS - MFA ENABLED

November 2022

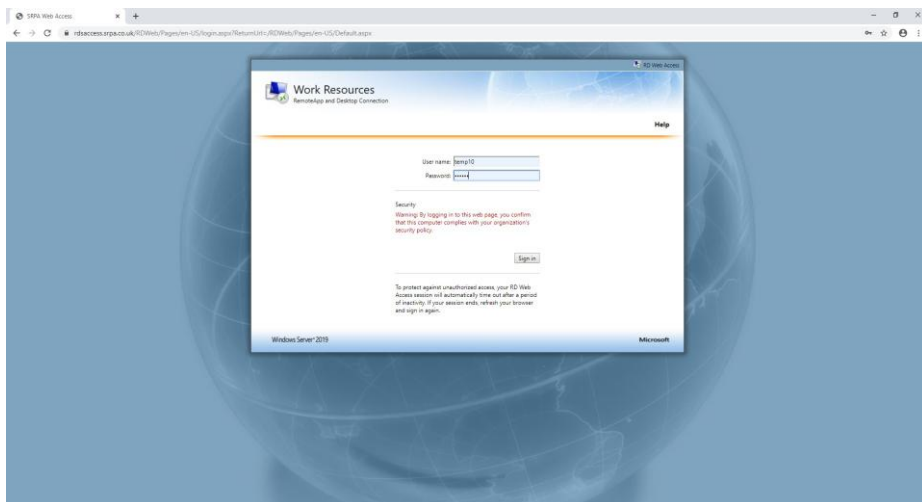


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Robert Pattinson Academy, Desktop Remote Access Login

1. Open your web browser (i.e. Chrome)
2. Type in the address http://rd.sacc.es.srp.a.co.uk/RDW_e_b
(There are links to this page located on the home page of the VLE or the school website in case you forget the address.)
3. Log in using your school username and password and click sign in.



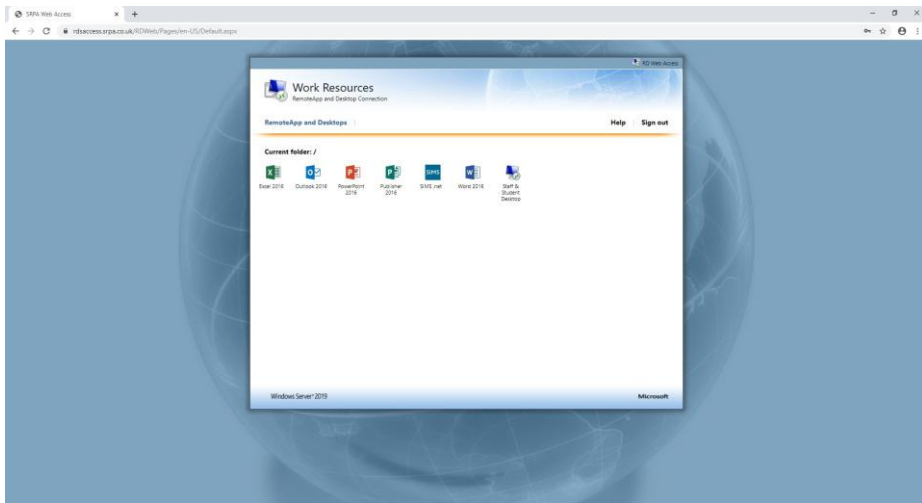


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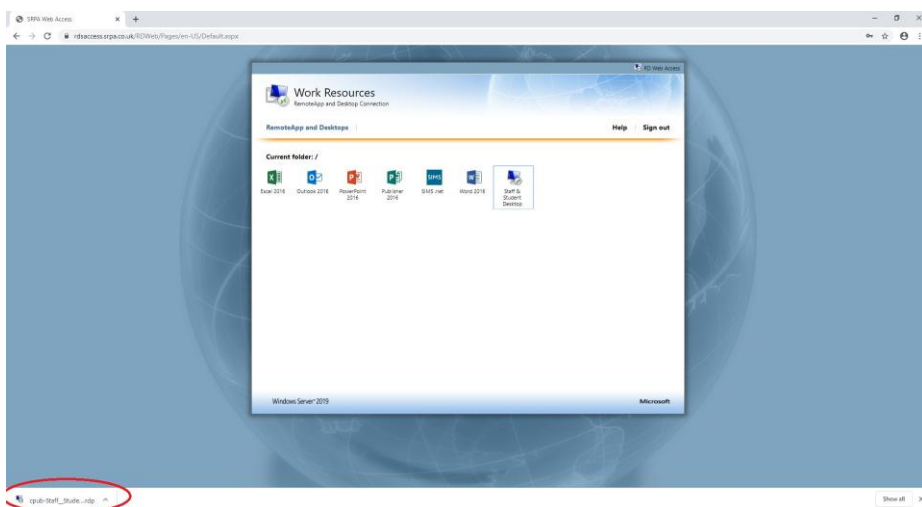
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- Click the application you want to open.

(To log on to the school network click the 'Staff & Student Desktop')



- You will be prompted to download and save a 'remote desktop connection'. Click save and open it by clicking it (as shown red circled below).





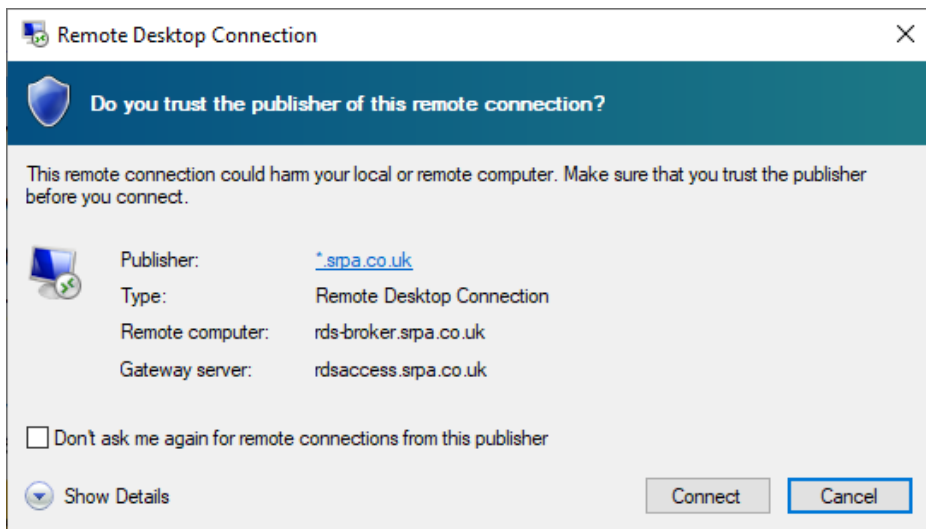
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(You can save this to a convenient location and use this for the next time you want to log on).

6. You will be prompted to connect and trust the 'publisher of this remote connection'.

(if you tick don't ask me again for remote connections from this publisher, you will not need to do this on the computer you are using)





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7. You will be prompted to log on again through the RDS-Broker.

Click on 'More choices', then 'Use a different account'.

Enter the school network name **rps** followed by your username and password, as shown below.

Windows Security

Enter your credentials

These credentials will be used to connect to RD-Broker.rps.local.

Domain: rps

☐ Remember me

[More choices](#)

rps\13ew2

Use a different account

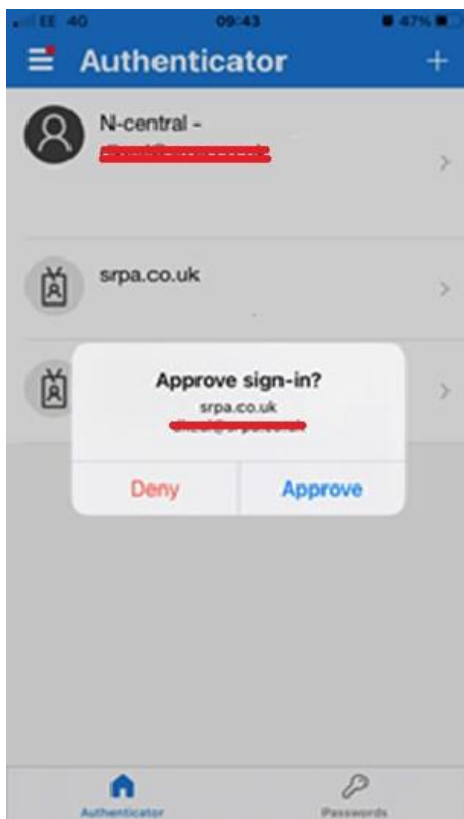
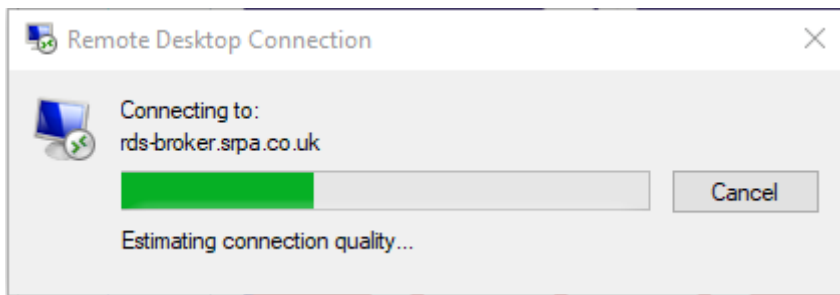
(if you click remember my credentials you will not be asked to log on to the RDS-Broker again)



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8. Click OK on the next prompt
9. Approve access through the 'Authenticator App' to logon.





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If you experience any problems or have any queries please email itsupport@srpa.co.uk. Please supply screenshots and a description of the problem whenever possible.