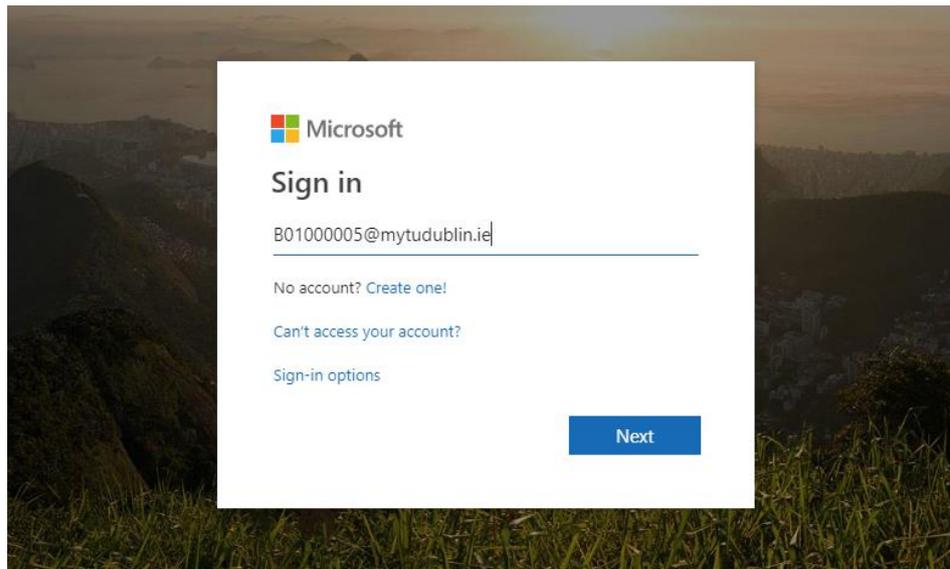


Student – New Email setup – mytudublin first logon

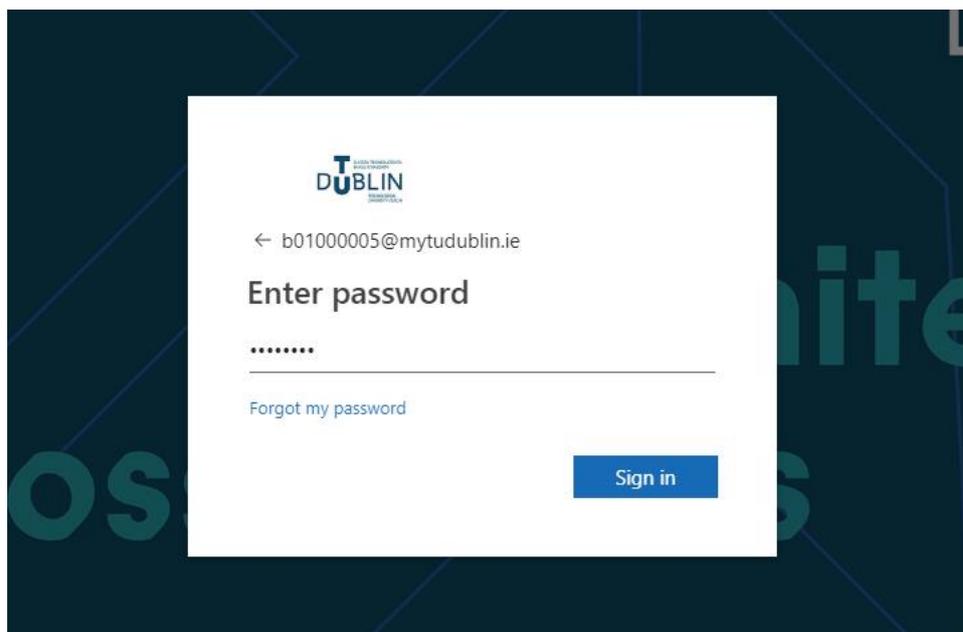
1. In a Web browser go to [Portal.office.com](https://portal.office.com) (Recommended to do this initial setup from a PC/Laptop and not on a Phone where the screen size will be a limiting factor)



2. Sign in as Studentnumber@mytudublin.ie e.g. B01000005@mytudublin.ie (if you incorrectly input your old address with access now blocked on it you will get repeated errors and have to cancel and input the correct address)



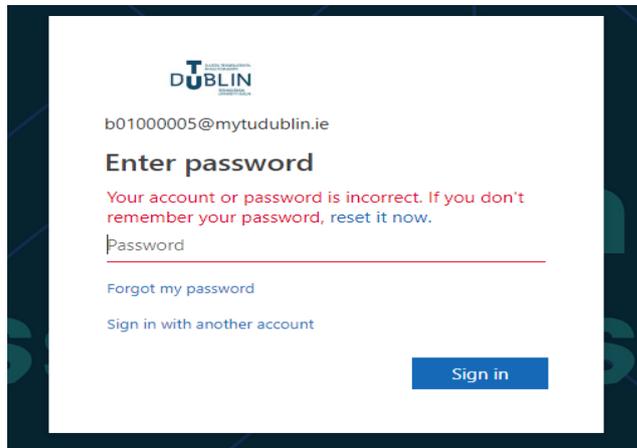
3. Enter your network account password.



If your password is active and not expired proceed to step 4 directly.

If you get the below screen you need to check if your password has expired.

If a Student is not sure if their password has expired or not they can try to access Moodle as a way of verifying.



Important – If your **current password has expired** at this stage, **DO NOT** click on the “Reset it Now” or “Forgot my password” links above as you have no Password recovery information setup for this (TUDublin) account yet

You must go through the existing password recovery procedures to re-enable your network account.

<https://Password.itb.ie> (for those who have preregistered) or

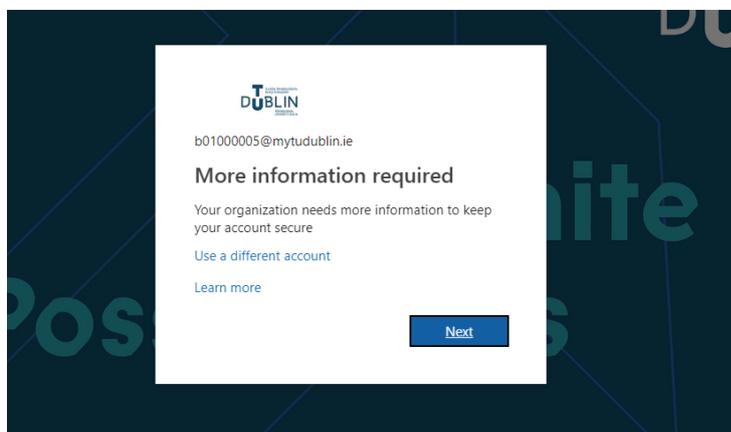
Premium SMS (info on TU Dublin Blanchardstown website) or

Visit the SID desk with your ID card to get a password reset.

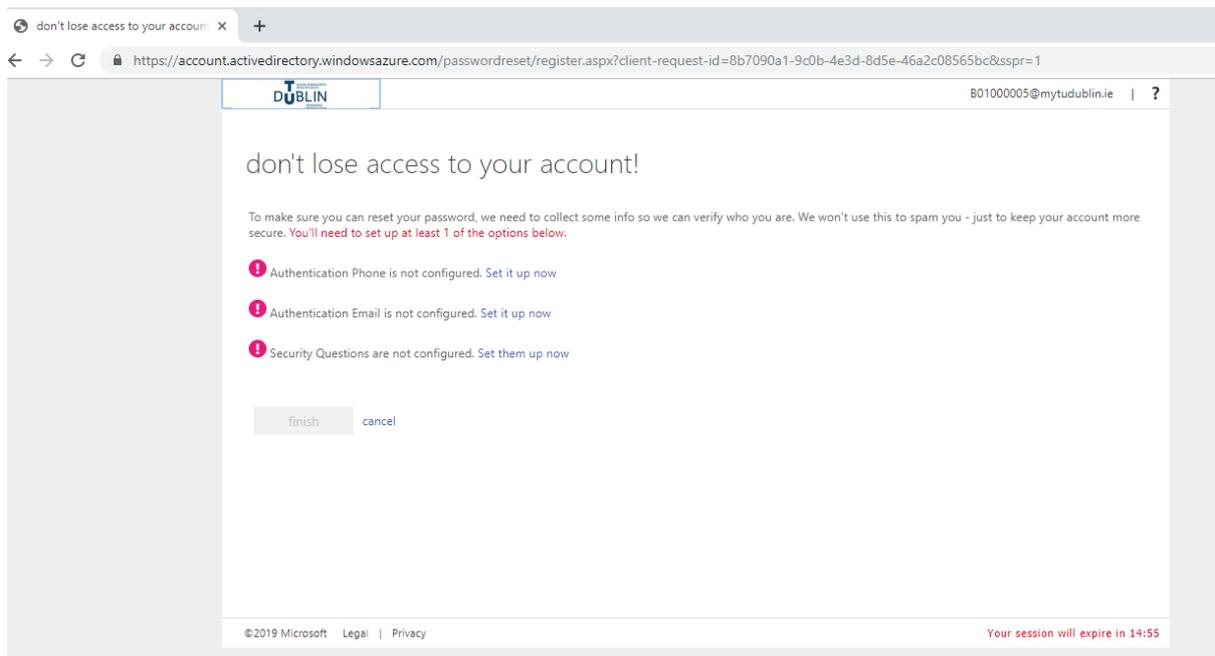
Note: Passwords reset on the TUDublin Blanchardstown can take up to 15 mins to synch to the TUDublin Office365 system at Microsoft.

Once you gain access to the TUDublin email system you are required to setup your new Password recovery options which you will use thereafter. (Step 4)

4. Once the correct Email address and password are entered, on first time access the student is presented with the following screen to register for password recovery.



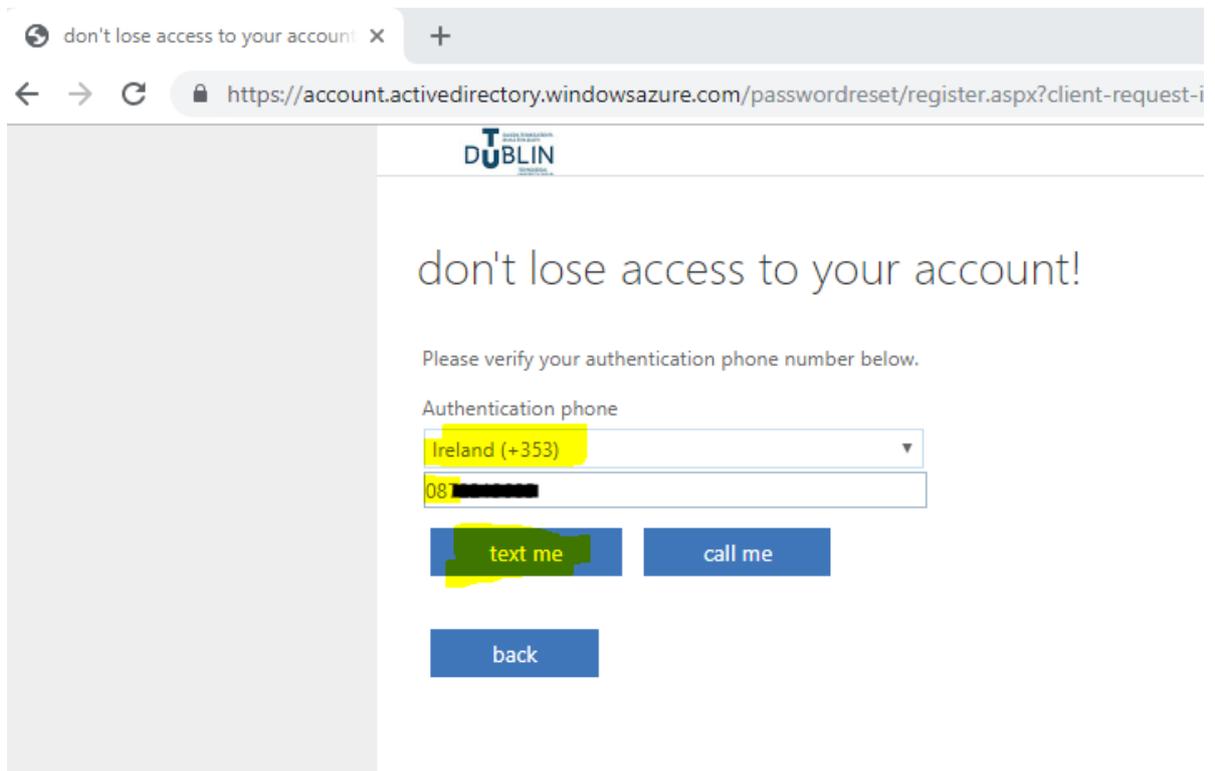
Click on "Next"



Users have 3 Password recovery options, at least one option must be setup before the system will continue and allow access to the account.

In this example "Authentication Phone" is selected and a mobile number is entered to receive verification codes by txt

Enter country code and mobile number and click "Text Me"



When the verification code is sent to the mobile enter it and click on "Verify"

TU DUBLIN

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Ireland (+353)

0872...

text me call me

We've sent a text message containing a verification code to your phone.

497225 verify try again

back

One password recovery option is now setup, you can setup the other options as backup if you wish.

TU DUBLIN B01000005@mytudublin.ie | ?

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

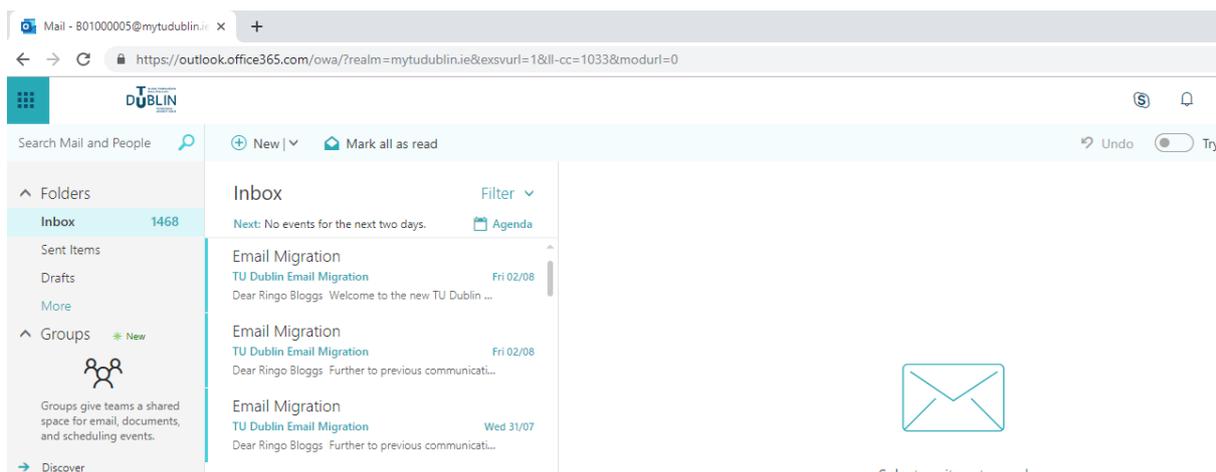
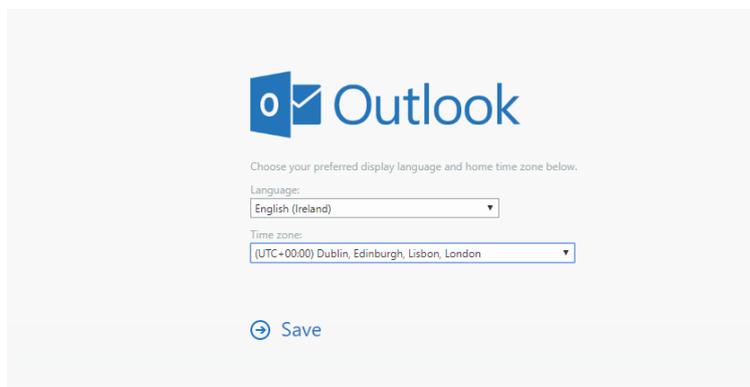
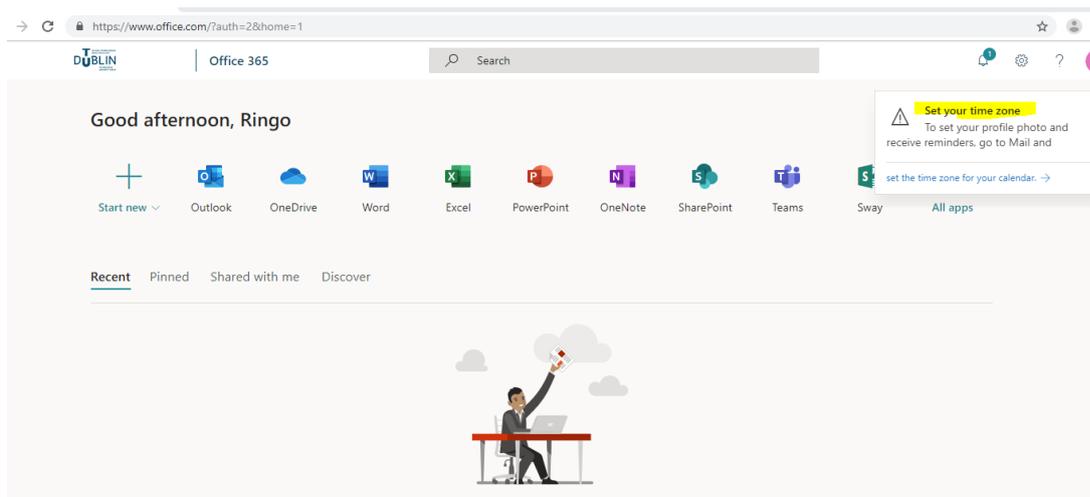
- ✓ Authentication Phone is set to +353 0872219605. [Change](#)
- ! Authentication Email is not configured. [Set it up now](#)
- ! Security Questions are not configured. [Set them up now](#)

finish cancel

©2019 Microsoft Legal | Privacy Your session will expire in 09:03

You are now directed into your Office365 MyTUDublin account.

5. Set your Time Zone and language as prompted at initial logon and save.



6. The Password Recovery settings entered on first time entry to the TUDublin email system is now the Primary Self Service Password recovery system for Students. Accessible thereafter at <https://www.tudublin.ie/Password/> It is envisaged that the existing Student Password Recovery systems will be decommissioned during Semester One 2019/2020.