CCG Student account setup guide

To access college IT systems, including your course Team, you will need to activate your Microsoft 365 account by following these steps:

1.   Go to https://Outlook.com/ChiGroup.ac.uk
2.   '**Sign In'** with your student ID e.g. StudentID@stu.chichester.ac.uk*
3.   *See guidance below on Student ID.

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←   ???????@stu.chichester.ac.uk

Enter password

Password

Forgotten my password

Sign in

Welcome to CCG, please sign in

Need help? Can't log in? Click here for service status, self-help & IT helpdesk

Student ID*

Chichester & Brinsbury: First three letters of your surname, followed by your student number and @stu.chichester.ac.uk i.e. SMI1234567@stu.chichester.ac.uk

Crawley based students: S followed by your student number and @stu.crawley.ac.uk i.e. S1234567@stu.crawley.ac.uk

Worthing Students: W followed by your student number and @stu.worthing.ac.uk i.e. W1234567@stu.worthing.ac.uk

Haywards Heath Students this is H followed by your student number and @stu.haywardsheath.ac.uk i.e. H1234567@stu. haywardsheath.ac.uk

Brighton MET and Northbrook students, this is just your student number followed by @stu.gbmc.ac.uk i.e. 1234567@stu.gbmc.ac.uk

Enter Initial Password

Brighton MET and Northbrook, this is passDDMMYY where DDMMYY is your date of birth

All other colleges, this is DDMMYYYY where DDMMYYYY is your date of birth

4. **Set up Multifactor Authentication**
   You'll then be asked for further steps for setting up multi-factor authentication (MFA). This is to keep your account secure.

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More information required

Your organisation needs more information to keep your account secure

Use a different account

Learn more

[Next]

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5. Click **Next** and follow the instructions

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

[Back] [Next]

I want to set up a different method

6. Install the Microsoft Authenticator App on your Phone – follow this link https://aka.ms/authapp

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app

Next

I want to set up a different method

7. Use the Microsoft Authenticator App to scan the QR code on your browser.

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Can't scan image?

Back **Next**

I want to set up a different method

8. You'll then get a notification on your phone asking you to enter the digits on your browser
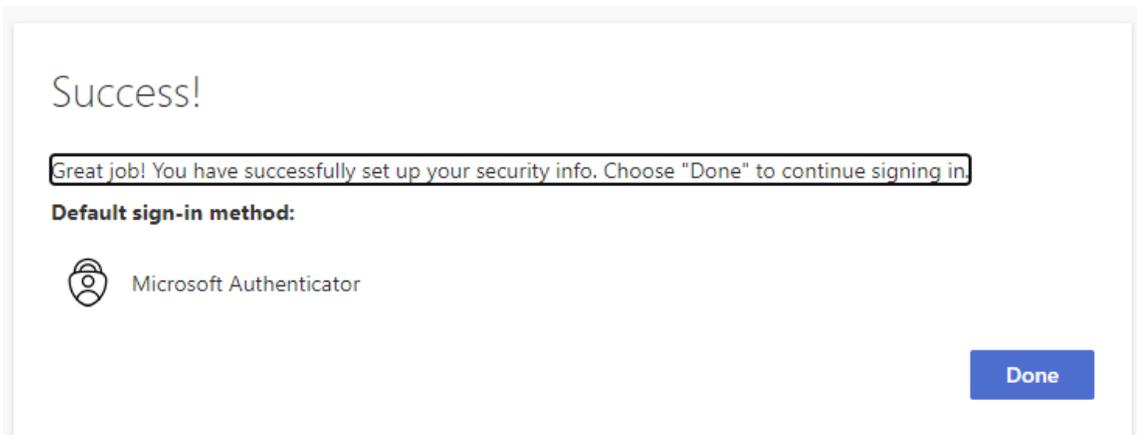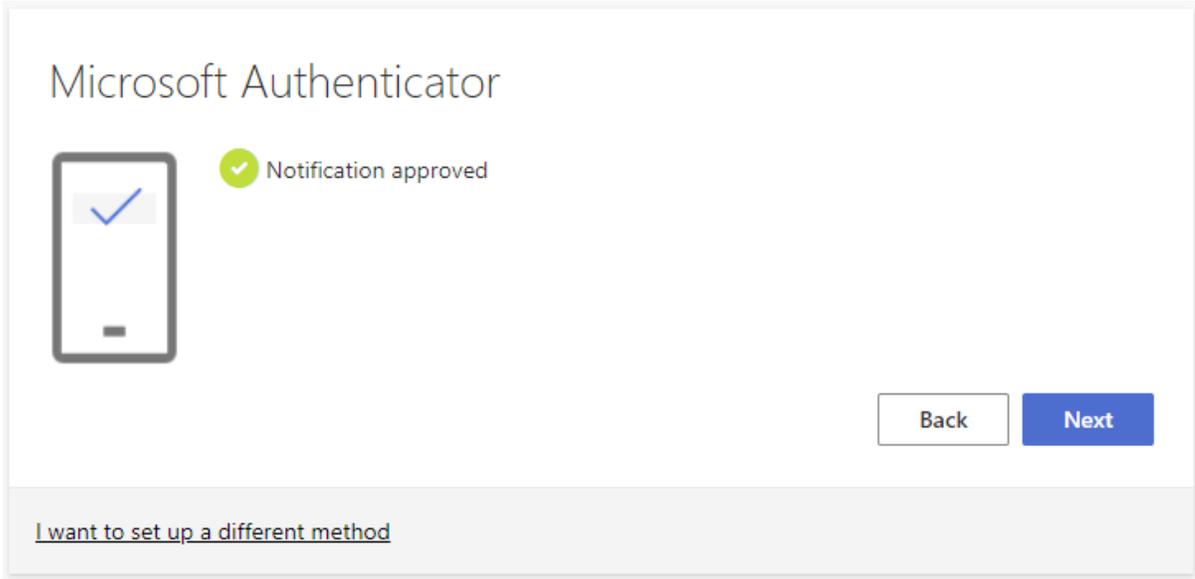
9. Each time you login to most college systems when **not in college**, you will receive an MFA notification on your smartphone

Now setup your NEW password

10. If you haven't done so already, please change your password at this stage.
11. Go to the top-right of the browser window

12. Click your student number, then '**View Account**' - '**Change Password**' - or simply go to https://passwordreset.microsoftonline.com
13. Choose something that you will easily remember. There is a 12-character minimum requirement for passwords, in line with the National Cyber Security Centre guidelines - remember, don't share this password with anyone
14. You'll also use this one password for logging into college devices

15. From the https://Outlook.com/ChiGroup.ac.uk site you're now able to access your college email, Teams and other Microsoft 365 products.
16. When using your own device for college work, we recommend you download and install the full MS Teams app from here or your device app store https://www.microsoft.com/en-gb/microsoft-teams/download-app
17. As a student, you are licensed to install Microsoft 365 Apps on your personal PC or Mac – just follow this link from the office.com page My account (office.com)

Please note – any use of CCG IT Systems must be in accordance with the college Acceptable Use Policy - click link for details