



Worthing College IT Systems - Essential Information

Username

- Your username is the your Student Number – eg: 12345678
- My username is: _____
- Your password is your date of birth + POSTCODE (in caps): DDMMYYPOSTCODE
eg: 251208BN149FD

College Wifi

- The college Wi-Fi network for students is called **eduroam**.
- The logon details are your college email address and password.



Your **college email address** is

- username@stu.worthing.ac.uk
- E.g. 00012345@stu.worthing.ac.uk
- My email address is:

[@stu.worthing.ac.uk](mailto:____@stu.worthing.ac.uk)

Worthing College Links

- Links are found on the college website www.worthing.ac.uk.
- Click on the link called 'Staff and student links'
- Links include Office 365, C-Space, Teams, OneDrive

Office 365 – accessible via your college PC/laptop desktop, web browser & phones apps

To log in to Office 365, user your college email address and password.



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams

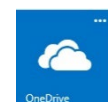
C-Space - <https://cspace.chichester.ac.uk/>

- For your timetable, grade book, attendance, etc.
- Log in with your college email address and password



One Drive

- For saving your work on the Microsoft cloud, so you can access it anywhere. Access it through Office 365

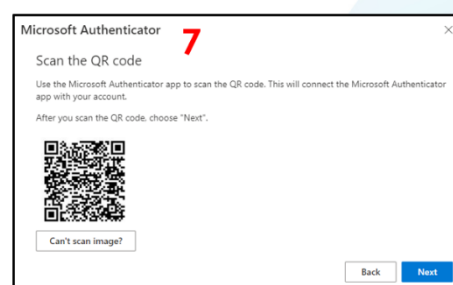
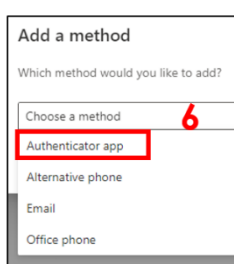
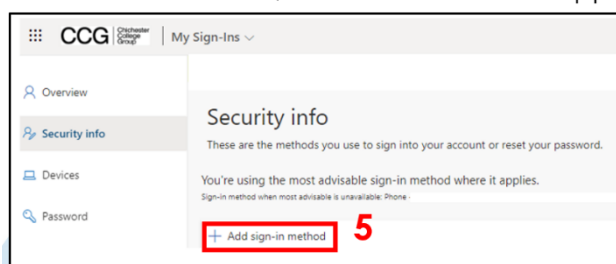
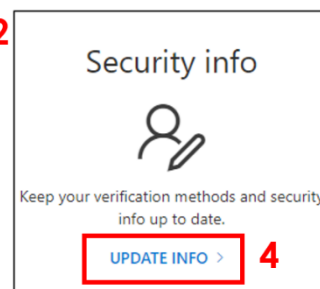
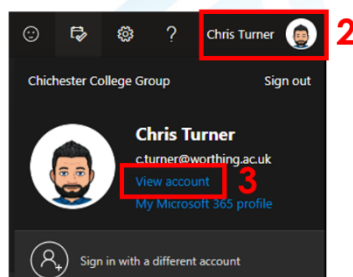




MFA – Multi-Factor Authentication 1



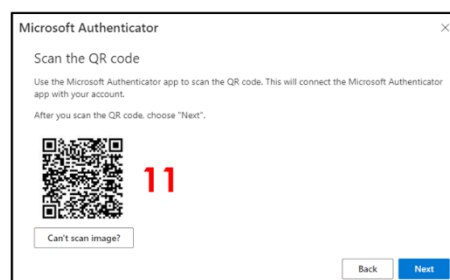
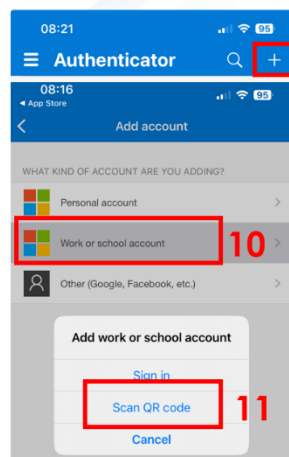
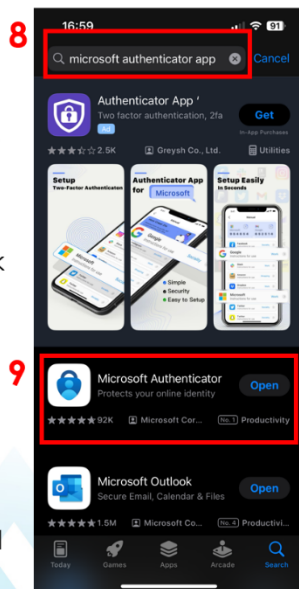
1. Log into Office 365 on the PC (if required use your college email & password)
2. Click on your name in top right-hand corner
3. Click on 'View account'
4. Select 'Security info'/'Update info'
5. Select 'Add sign-in method'
6. Choose method – select Authenticator App – then click 'Add'
7. Click 'next' twice, a QR code will then appear



MFA – Multi-Factor Authentication 2



8. On your phone download the Microsoft Authenticator app from your app store.
9. Open the app. If prompted, allow notifications.
10. Add account – work & school
11. Scan the QR code that you have got on your PC screen with the Authenticator app.
12. Click 'next' on the pc it will run a test which you need to approve.



Any IT problems after Intro Day please visit our IT Team on the ground floor