

1. To activate your Members Portal Sharepoint account, click on the 'Members Portal' link in the email invitation or the 'Log In' button on the [Members Portal login page on the website](#).

Here's the site that BCITFSA shared with you.

Go to BCIT Faculty & Staff Association [Members Portal](#)

[Follow](#) this site to get updates in your newsfeed.

2. Click on 'Next'.



name_name@bcit.ca

Action Required

Your organization requires additional security information. Follow the prompts to download and set up the Microsoft Authenticator app.

[Use a different account](#)

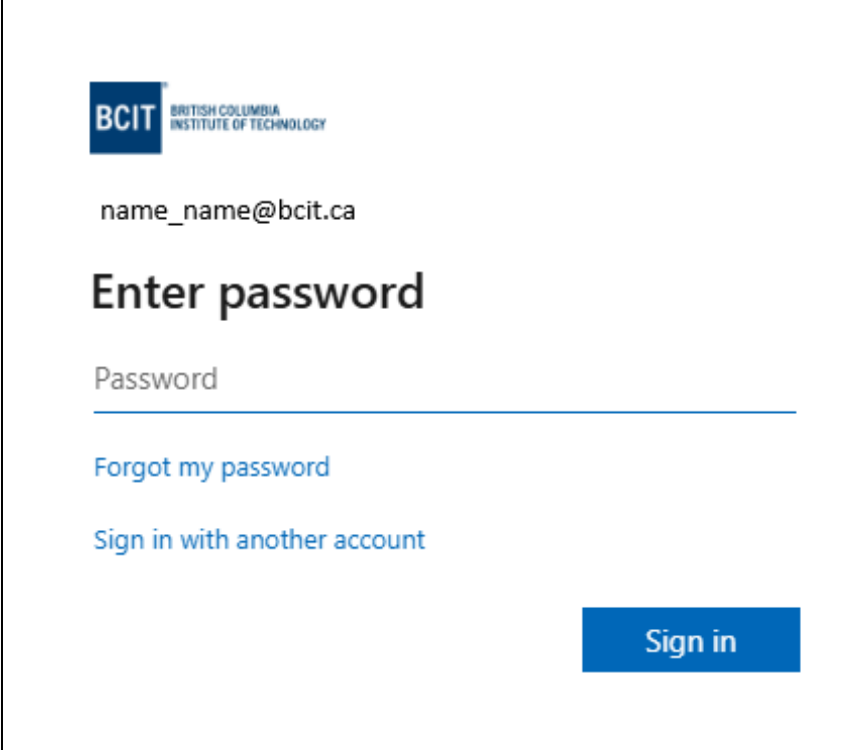
[Learn more about the Microsoft Authenticator app](#)

You have 14 days until this is required.

Ask later

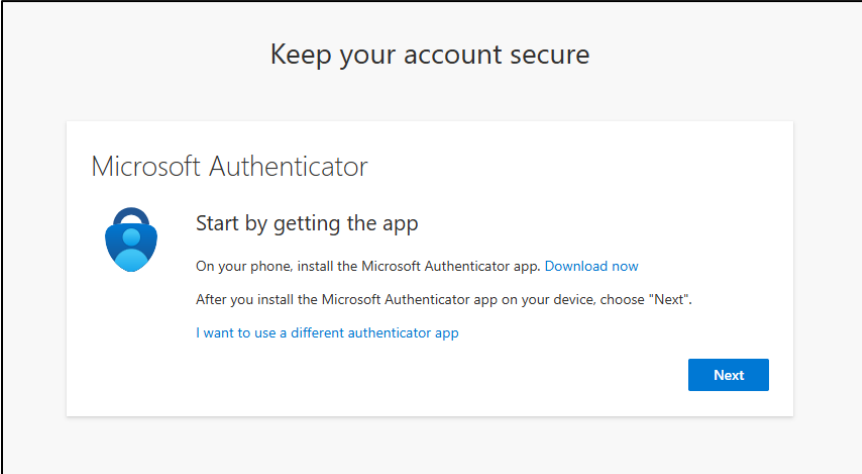
[Next](#)

3. You will be prompted to sign in with your BCIT MS365 credentials. Click on 'Sign in'.



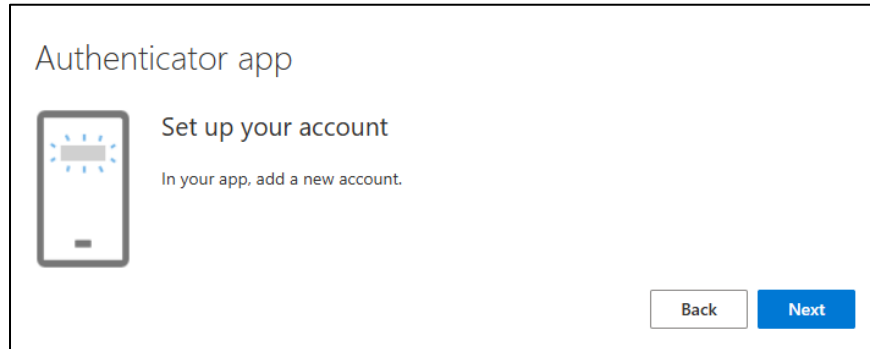
The image shows a login page for BCIT. At the top left is the BCIT logo with the text "BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY". Below the logo, the email address "name_name@bcit.ca" is entered. The main heading is "Enter password". Below this is a password input field with the placeholder text "Password". There are two links: "Forgot my password" and "Sign in with another account". A blue "Sign in" button is located at the bottom right.

4. Once signed in, you will be asked to download an authentication app. Click on 'Next'.

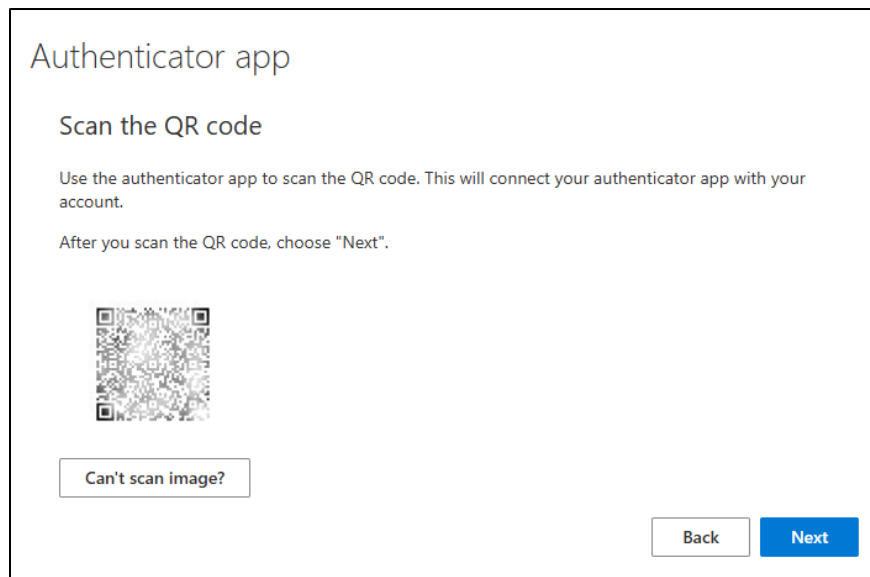


The image shows a screen titled "Keep your account secure". Below this is a white box with the heading "Microsoft Authenticator". There is a blue shield icon with a lock. The text says "Start by getting the app". Below this, it says "On your phone, install the Microsoft Authenticator app. [Download now](#)". Then it says "After you install the Microsoft Authenticator app on your device, choose 'Next'". There is a link "I want to use a different authenticator app". A blue "Next" button is at the bottom right.

5. Once the app is downloaded to your device, select **+Add** to add a new account.
A passcode will appear on your app.
Click on 'Next'.



Alternatively, there is an option to add a new account on the app by scanning the QR code on the next screen. Once scanned, a passcode will appear on your app.
Click on 'Next'



6. Enter the passcode and click on 'Next'. Your account is activated, and you will be directed to the Members Portal Sharepoint site.