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'.

> **BCIT** BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
>
> name_name@bcit.ca
>
> **Action Required**
>
> Your organization requires additional security information. Follow the prompts to download and set up the Microsoft Authenticator app.
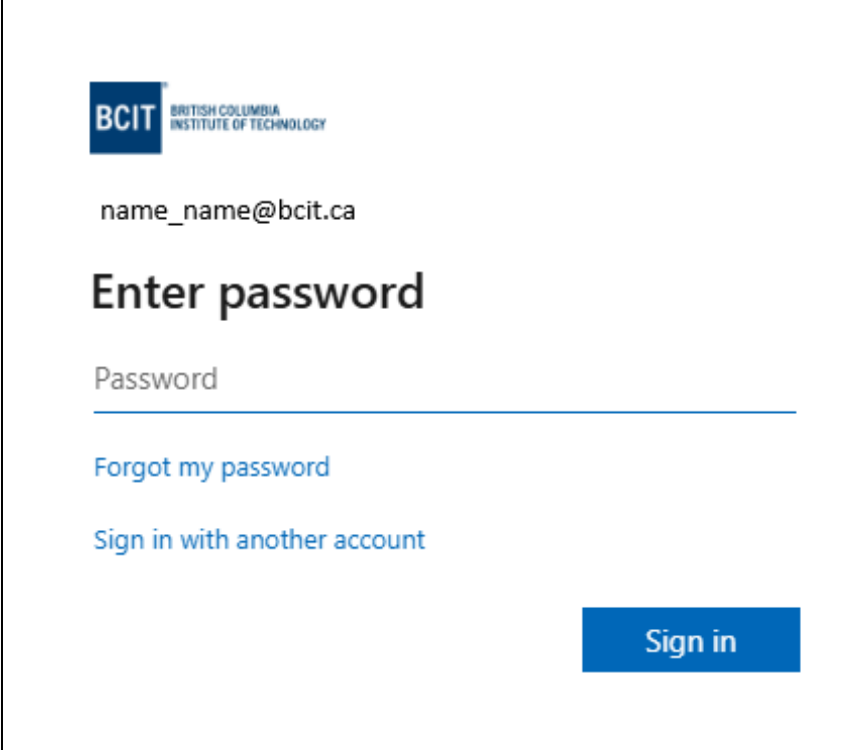>
> Use a different account
>
> Learn more about the Microsoft Authenticator app
>
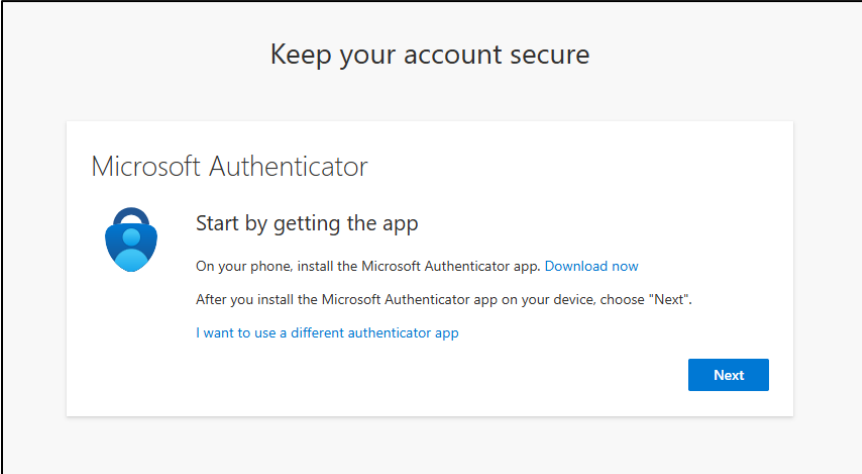> You have 14 days until this is required.
>
> Ask later   **Next**

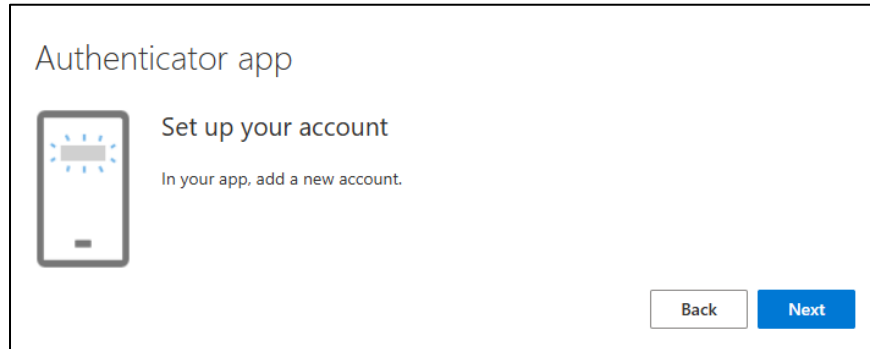3. You will be prompted to sign in with your BCIT MS365 credentials. Click on 'Sign in'.

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

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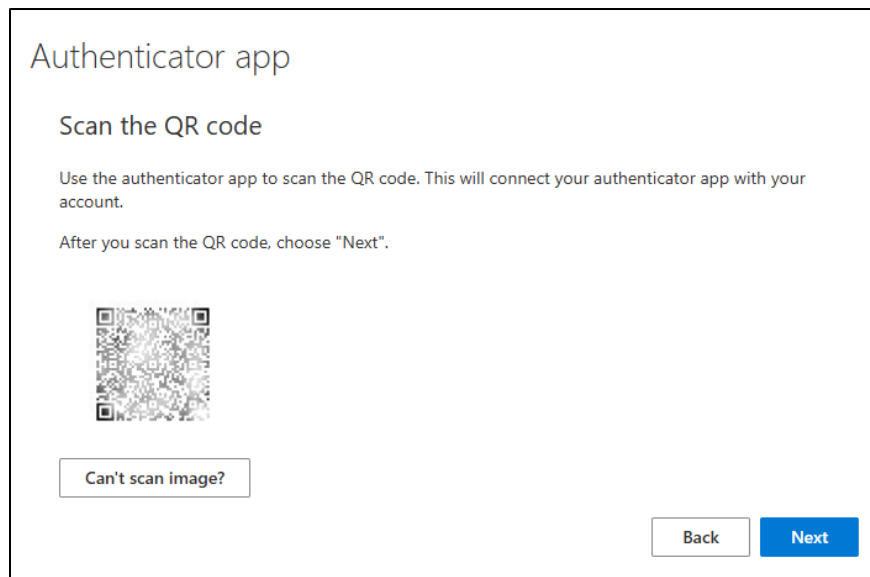
6. Enter the passcode and click on 'Next'. Your account is activated, and you will be directed to the Members Portal Sharepoint site.