



Logging into UEL and changing your password

Remember to use a **desktop/laptop computer**. Have your mobile phone to hand as well as you'll need it shortly. We use *Microsoft* software so you may notice this as you register.

Step 1: Logging for the first time

Go to [Track My Future](#)

You will see a log in window like below:

Enter your username *EXAMPLE: u1234567@uel.ac.uk*

Enter your password which is **YOUR** date of birth like this *EXAMPLE: 06Jan1991* and sign in

(Note: the J in the example January is upper case)

Step 2: Change your initial password

You will be asked to change your password.

Your new password needs to be:

- a minimum of 8 characters long

- a mix of upper (A-Z) and lower-case characters (a-z

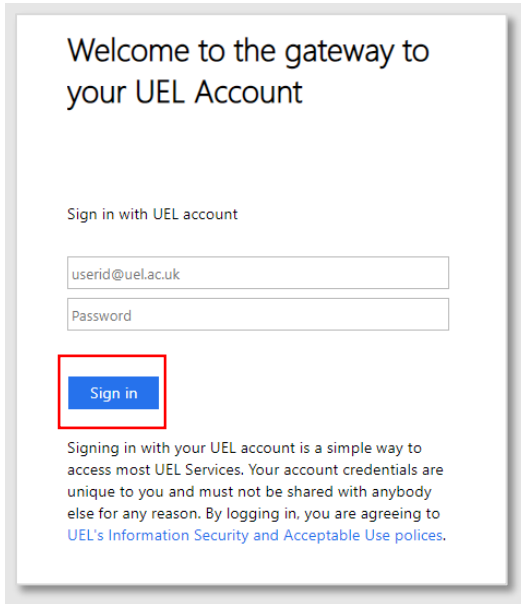
-at least one number (0-9) OR one special character (such as %)

The screenshot shows a web interface for updating a password. The title is "Welcome to the gateway to your UEL Account". Below this, it says "Update Password" and "You must update your password because your password has expired." There are four input fields: a username field containing "u2044315@uel.ac.uk", an "Old password" field, a "New password" field, and a "Confirm new password" field. At the bottom, there are two buttons: "Submit" (highlighted with a red box) and "Cancel".

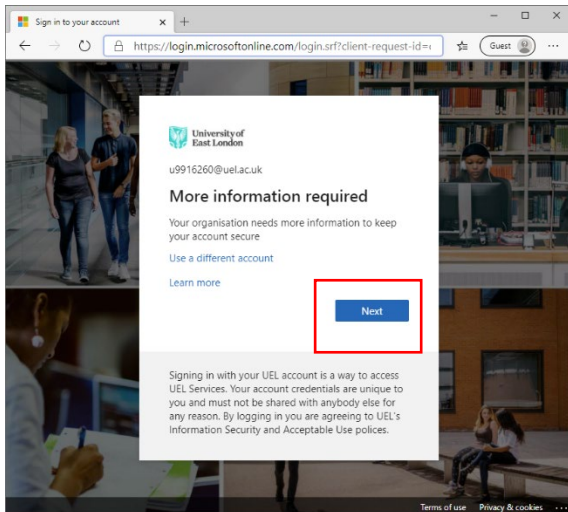


Step 3: Check your new password

You will then be prompted to log in again with your NEW password. **Save this password and keep it safe as you need this each time you log in.**



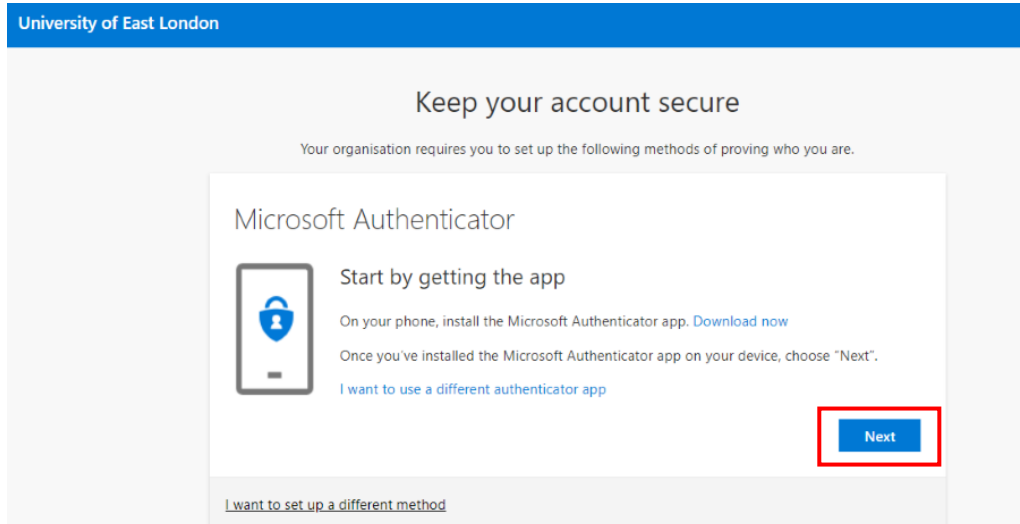
After signing in you will see this:





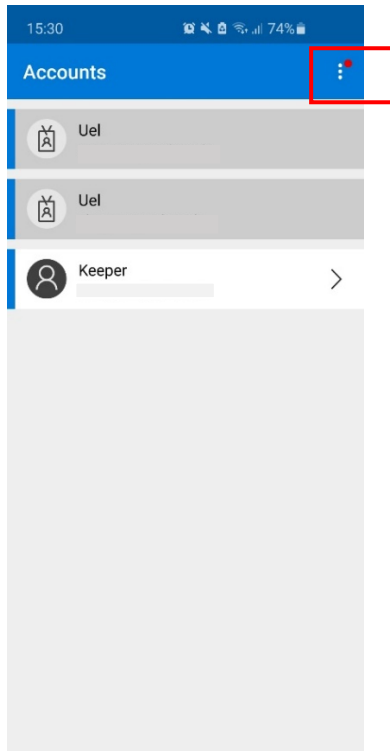
STEP 4, still on your desktop/laptop computer

You will then see another pop-up window that looks a bit like this. Leave this screen open and before you click 'next', **use your mobile phone** to download the 'Microsoft Authenticator' app from the relevant app store. Have this to hand and then, choose the app method and click next



Step 5, on your mobile phone

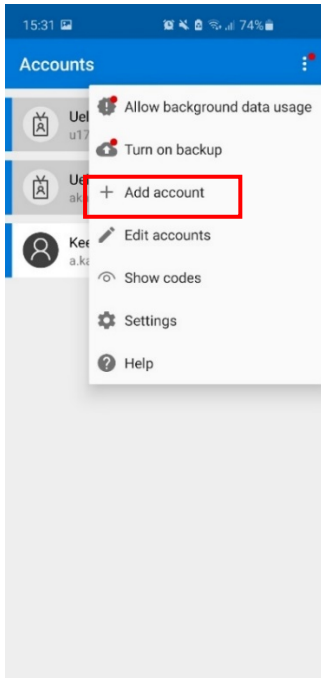
You will see this screen and go to the 3 dots





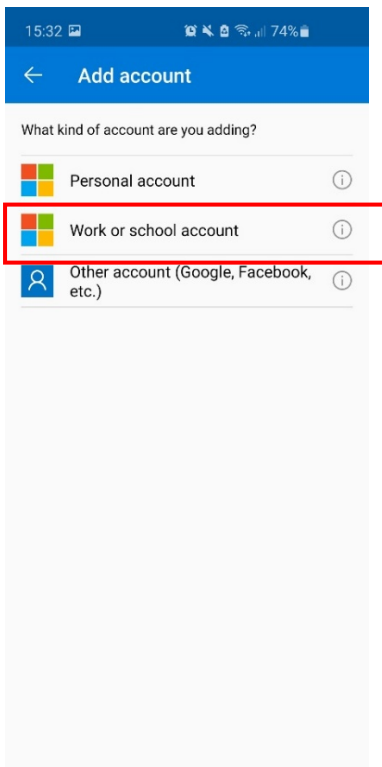
Step 6, still using your mobile phone

Click 'Add Account'



Step 7, still using your mobile phone

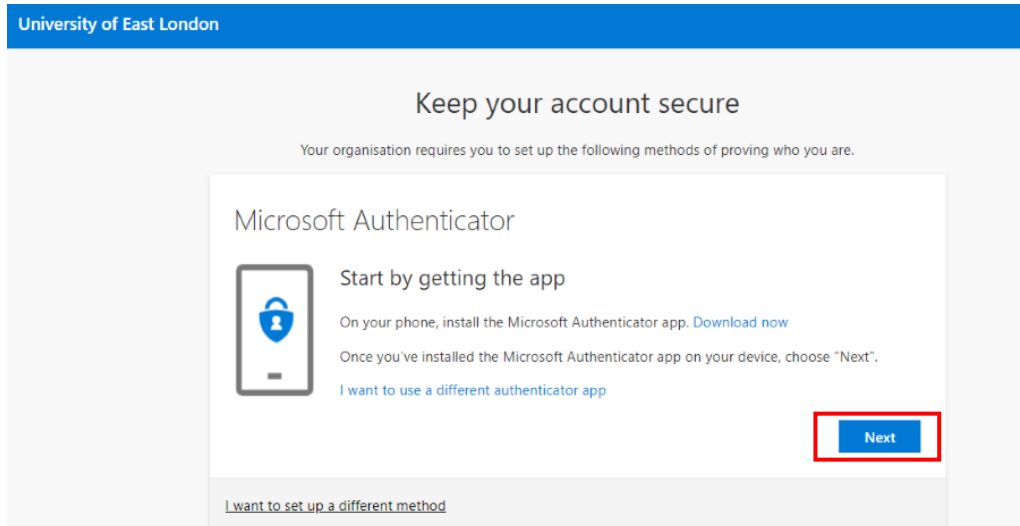
Choose the option that says: 'work or school account'





Step 8, NOW back on your desktop/laptop

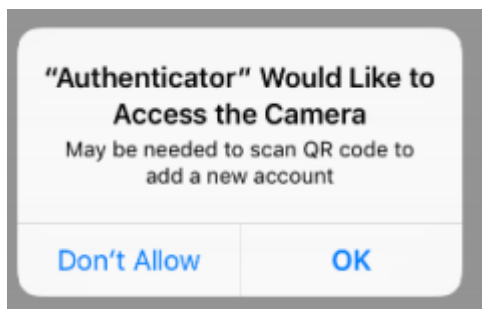
Click next



STEP 9, on your mobile phone

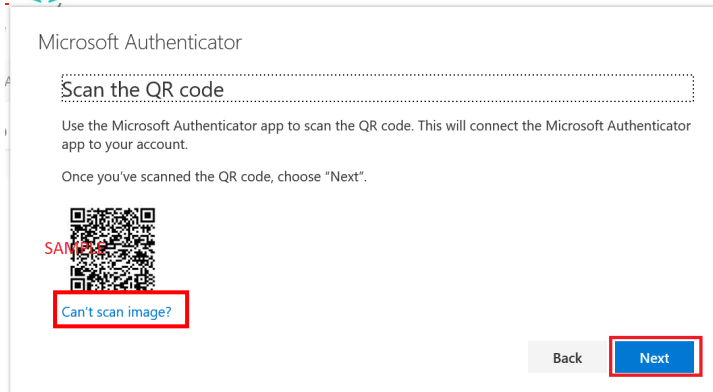
The Microsoft Authenticator app may try to access your camera so click 'ok' to grant access.

This is an example of how it might look on your iPhone, but the process will be the same on an Android device



Scan the QR code using your mobile phone in the 'Microsoft Authenticator' app.

This is a sample QR code – do not scan this one shown.



OR, if you can't do this because you are setting up a method with no access to a desktop or laptop computer, then you can copy and paste the code and url underneath the QR Code into where it says 'enter manually'. You'll need to flip between your app and the log in screen to do this.

Step 10

You will receive a notification from the app on your mobile phone to confirm this process is set up, it will show as a 'Success' message.

Now you can continue to enrol by going to [Track My Future](#)