

# Remote Access to Worktribe

There is a 2-stage process to set up non-Queen Mary IT equipment to facilitate access to Worktribe:

1. To register please visit copy and paste “[sspr.qmul.ac.uk](https://sspr.qmul.ac.uk)” into your browser of choice and follow the necessary online prompts
  - (a) Sign in using your college ID i.e. [trw345@qmul.ac.uk](mailto:trw345@qmul.ac.uk)
  - (b) Enter your college password
  - (c) Click on “Add security info” – we suggest that you input both mobile and email address
  - (d) Log off once completed

Once mobile and email address have been successfully registered, that is the SSPR registration done. You will not need to repeat this process.

For a video tutorial on this please visit:

<https://www.youtube.com/watch?v=FFz2aibAWr8>

2. The second part is called Multi Factor Authentication (MFA) i.e. an app that will generate a unique code for you to enter going forward each time you wish to log in for a new session.

For this you will need a mobile phone or tablet and a laptop or computer that is not on the QM network.

- (a) On your mobile or tablet download the “Microsoft Authenticator” app – available on Play store or iOS.
- (b) On the computer/laptop **AWAY** from the QMUL network please visit <https://mail.qmul.ac.uk>

Click here to open ‘Launcher’

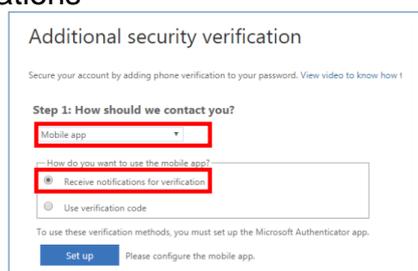


Click [All apps](#) → and scroll down

Click  MyHR

You will be redirected to the MFA setup page

- (c) Select the option “Set it up now”
- (d) Choose for your second factor of authentication, the mobile authenticator app with push notifications

A screenshot of a web page titled 'Additional security verification'. The page asks the user to secure their account by adding phone verification. It shows 'Step 1: How should we contact you?' with a dropdown menu set to 'Mobile app'. Below that, it asks 'How do you want to use the mobile app?' with two radio button options: 'Receive notifications for verification' (which is selected) and 'Use verification code'. At the bottom, there is a 'Set up' button and a note: 'To use these verification methods, you must set up the Microsoft Authenticator app. Please configure the mobile app.'

- (e) On your mobile phone open up the Authenticator app
  - a. if prompted select “Add Account”
  - b. Select Work/School account
  
- (f) The app will switch to the QR code scanning mode (your camera will be enabled – fancy), please scan the code displayed in your browser (as if you are taking a picture of your screen)
  - a. Please “Approve” sign in and or notification on the app
  - b. You will then be asked to provide an alternative phone number for verification in case you lose access to the app.

Once the above has been completed, you will have successfully registered for both SSPR and MFA.

For detailed guidance please see:

<http://www.its.qmul.ac.uk/media/its/documents/supportdocuments/Multi-factor-Authenticatoin-MFA-July-2018-v3.pdf>

If you have any issues with this contact the ITS Service Desk on 8888 or email [helpdesk@qmul.ac.uk](mailto:helpdesk@qmul.ac.uk)