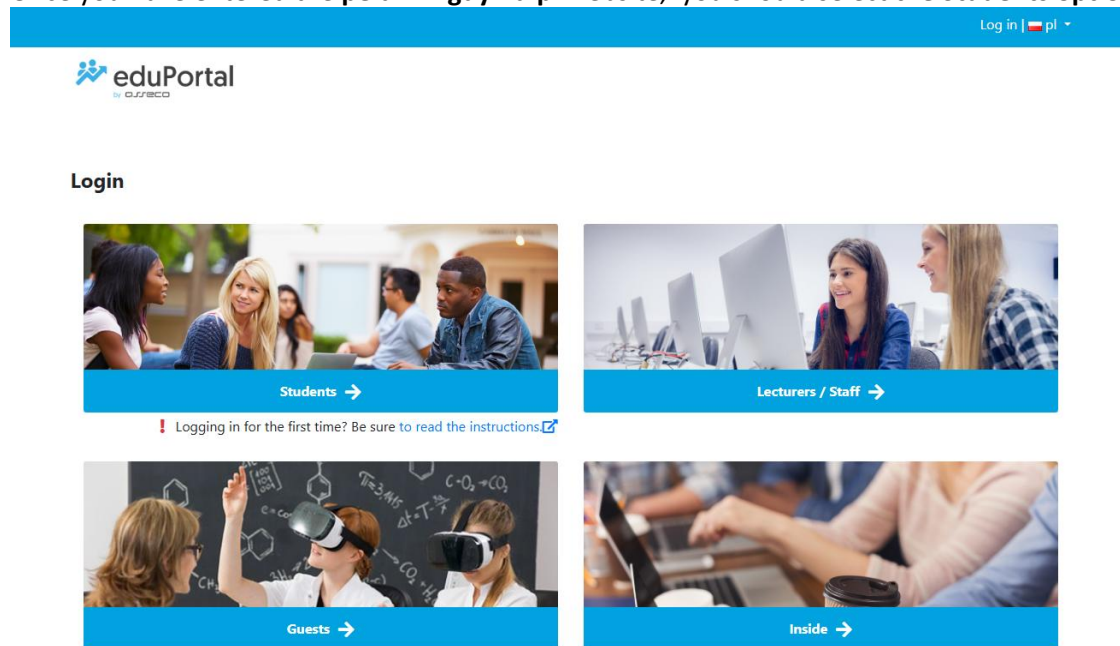



Sign in to eduPortal for the first time with your Office 365 Education account

Once you have entered the **pe.amw.gdynia.pl** website, you should select **the Students option**



Log in 

eduPortal

Login

Students →

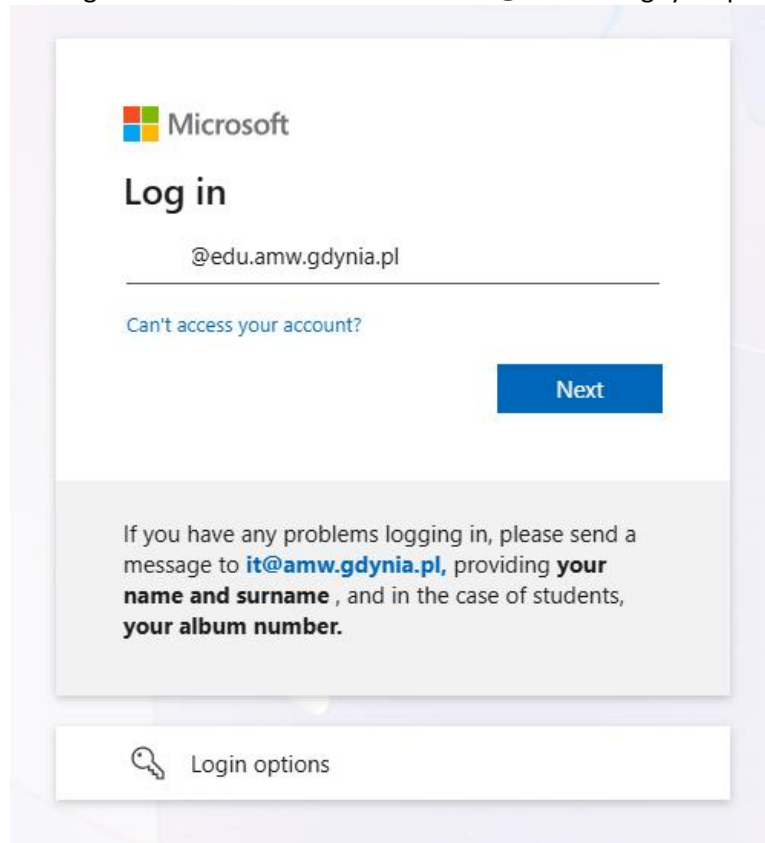
Lecturers / Staff →

! Logging in for the first time? Be sure to read the instructions [↗](#)

Guests →

Inside →

The login is in the form <album number>@edu.amw.gdynia.pl



Microsoft


Log in

@edu.amw.gdynia.pl

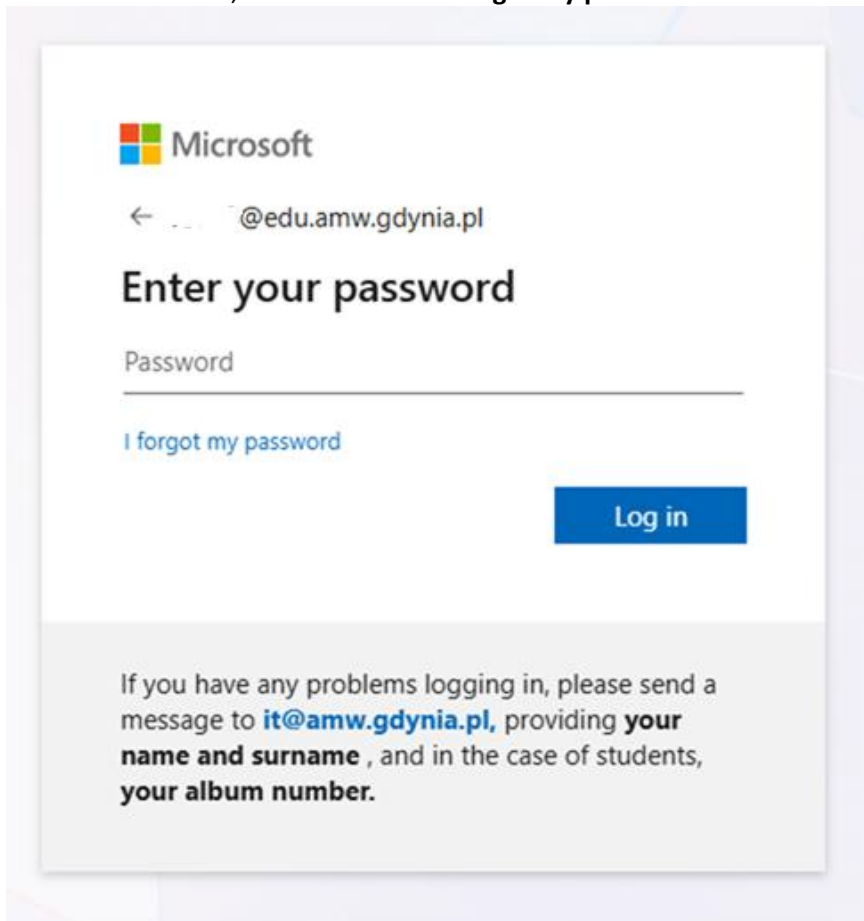
[Can't access your account?](#)

Next

If you have any problems logging in, please send a message to it@amw.gdynia.pl, providing **your name and surname**, and in the case of students, **your album number**.

 Login options

Next to the Enter Password window, click on the link 'I forgot my password'.



In the next window, enter **the captcha code**.

Microsoft

Return to your account

Who are you?

To recover your account, first enter your email address or username and the characters from the image or audio file below.

Email address or username: *

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters you see in the image or the words you hear. *

Next Cancel

In the next window, click on the "E-mail address" button, which will send a message with a verification code to the e-mail account provided in the Dean's Office system.

Back to your account

step 1 verification > choose a new password

Select which contact method we should use to request verification:

Email my alternate email address

A verification email will be sent to your alternate email address (mr*****@wp.pl)

Email

Cancel

After entering the code, a window will appear to enter a new password.

Microsoft

Back to your account

step 1 verification ✓ > choose new password

* Enter new password:

Password strength

* Confirm new password:

Finish

Cancel

After logging in with the new password, the system will display the window below.

@edu.amw.gdynia.pl

More information required

Your organization needs more information to keep your account secure.

[Use a different account](#)

[Learn more](#)

Next

Next, we'll move on to multi-factor authentication.

Multi-factor authentication can be done using the Microsoft Authenticator app or by using SMS codes sent to your phone.

We recommend using **the Microsoft Authenticator** app.

[Configure the Microsoft Authenticator app](#)

To set up login, you will need a **computer** and a **mobile phone** with Android or iOS.

1. The sign-in process requires the use **of the Microsoft Authenticator app installed on your phone.**

- **For Android**, the Microsoft Authenticator **app** must be downloaded from the Google Play Store

<https://play.google.com/store/apps/details?id=com.azure.authenticator>,

or using a QR code:



Google Play

- **For iOS**, we **download** the Microsoft Authenticator **application** from the App Store

<https://apps.apple.com/pl/app/microsoft-authenticator/id983156458?l=pl>,

or download via QR code:



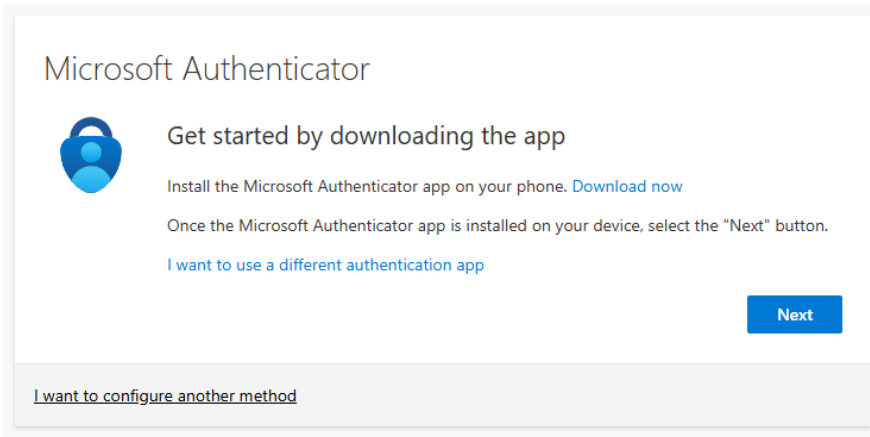
App Store

Remark:

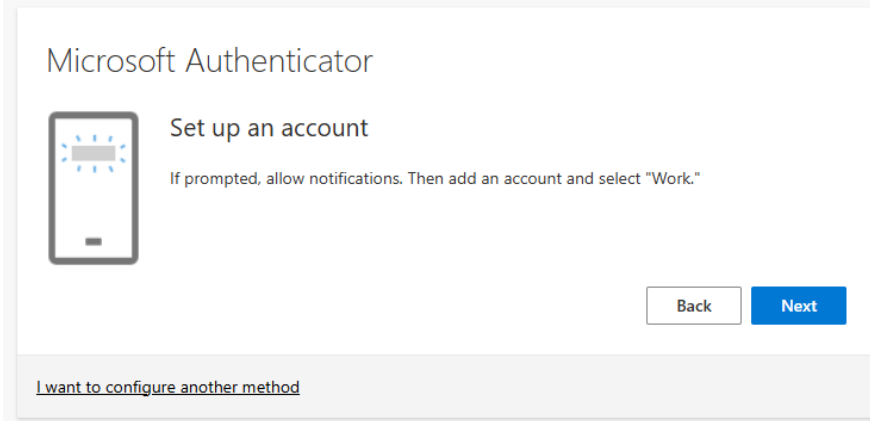
Please pay attention to the **name and icon of the** application you are installing. It should look like the image below:



After clicking **Next**, you should download the Microsoft Authenticator app for additional account security.



After clicking **Next**, the Set up account window will appear and we click **Next again**.



On your computer, you'll see a QR code on the login page

Microsoft Authenticator

Scan the QR code

Scan the QR code using the Microsoft Authenticator app. This will connect the Microsoft Authenticator app to your account.

After scanning the QR code, select the "Next" button.



Can't scan an image?

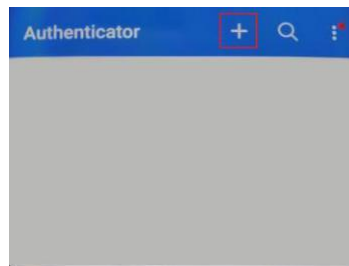
Back

Next

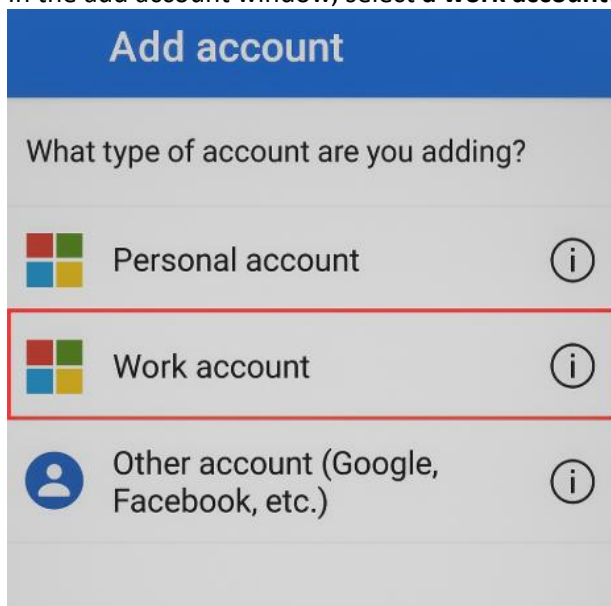
[I want to configure another method](#)

3. Launching the Microsoft Authenticator **app on your mobile phone**

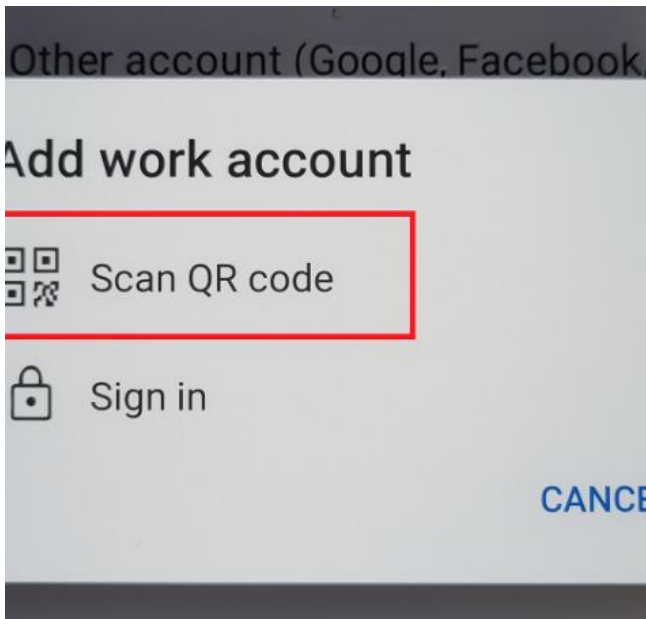
- If prompted, **we allow** notifications.
- Click on the **+ symbol** :



- In the add account window, select a **work account**:

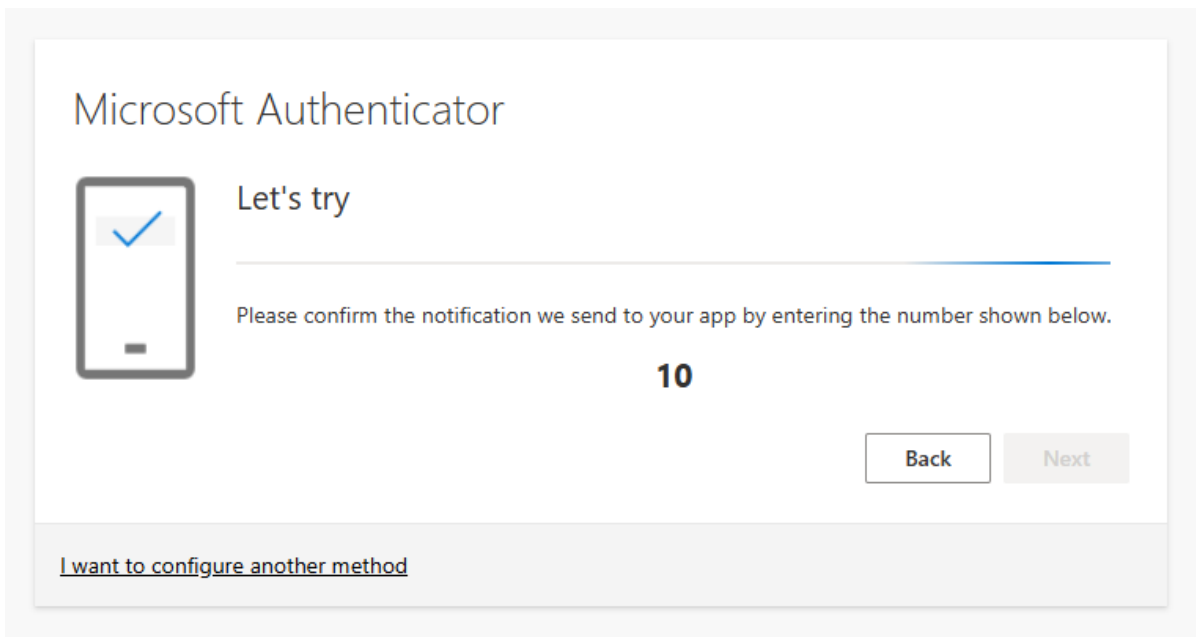


- In the next step, we select the option to scan QR code

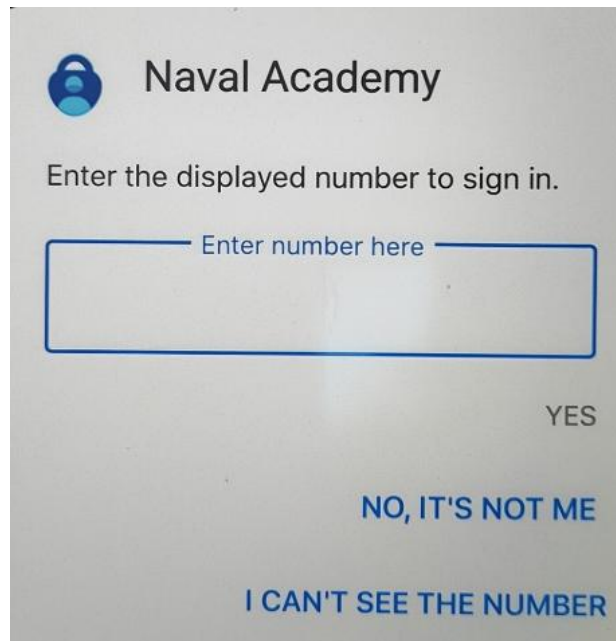


Then **we scan the** QR code displayed **on the computer** with our mobile phone

- On **the computer**, on the login page, click **the Next button**
- A two-digit code **will be displayed on the computer screen:**



- In the **Microsoft Authenticator app** on **your mobile phone**, a window will appear with a box where you need to rewrite this code and click **YES**:



The Microsoft Authenticator app may also ask you to enter your phone's PIN or scan your fingerprint (depending on your mobile phone's security settings).

- Click Next
- Click **Done**.

Remark:

On subsequent logins to eduPortal, a notification from the Microsoft Authenticator application will appear on your mobile phone, which you need to click to display a window to enter the code.