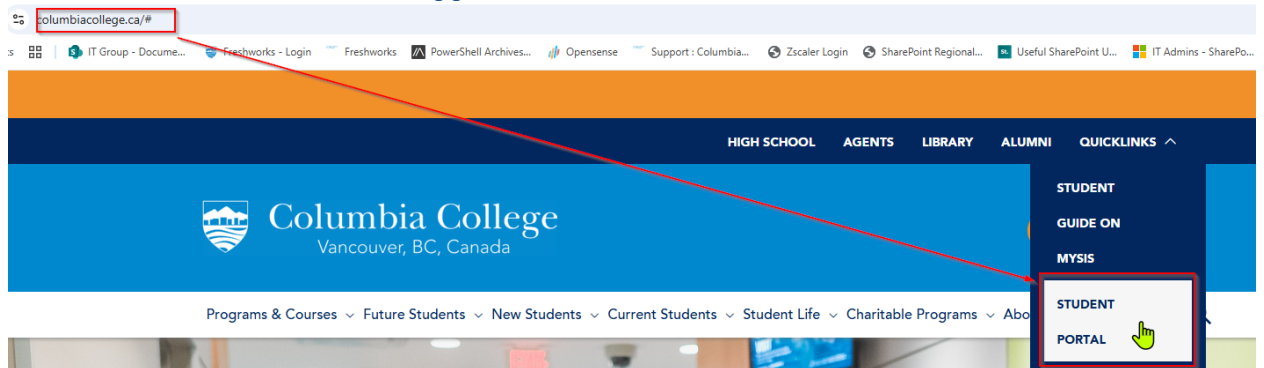


## How to login to MySIS for the first time.

1. Visit Columbia College website and click on Quicklinks followed by Student Portal



2. Login using your Student ID and temporary password provided to you.

A screenshot of the Columbia College Login page. The page has a blue background with a pattern of school-related icons. The Columbia College logo is at the top. Below it, the word 'Login' is centered. There are two input fields for 'Username' and 'Password'. Below these fields is a checkbox labeled 'Keep me logged in.' and a blue 'Login' button. At the bottom, there is a link for 'Forgot Password?' and a footer that says 'Version: 2.4.0 - Powered by MySIS Aug. 1, 2025'. A small cactus icon is in the bottom left corner.

3. If this is the first time you have logged in, you will be required to change your password. The password must be as follows:

- Must be a minimum of 8 characters or more
- Must have an Uppercase Letter
- Must have a Lowercase Letter
- Must have a Number
- Must have a Symbol (. \_ ! # ^ ~ @ [ ] % \* )
- The password must not be your last 5 passwords.
- The password must not contain your name or username.

**Note:** The new password will be the same password to login to all your systems (Moodle, Email etc).

4. You will be required to setup your Authenticator.

**Note:** Please ensure you have the Microsoft Authenticator App installed. You can use the link below to install the app on your mobile phone.



[Google Play](#)



[App Store](#)

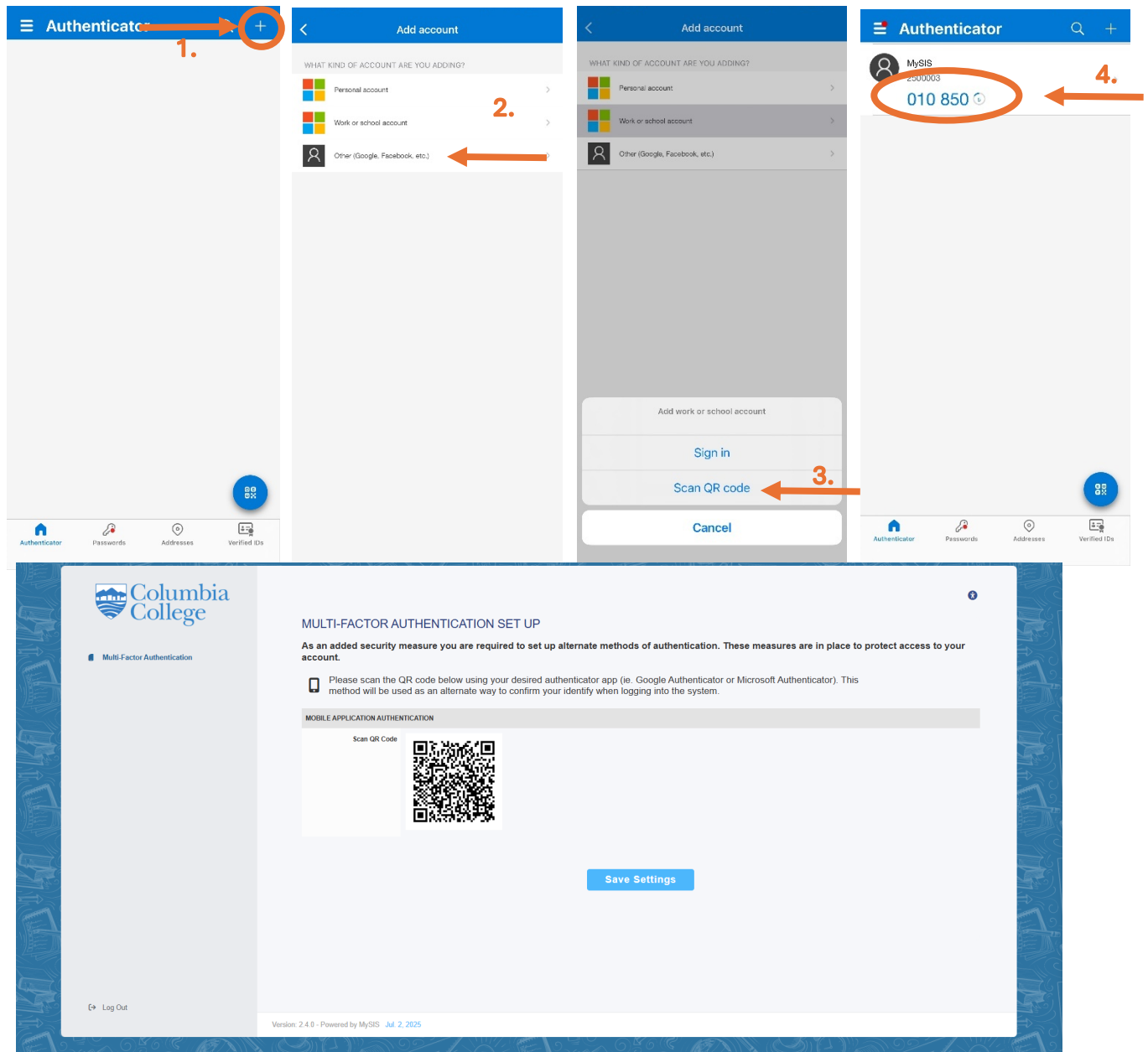
In order for MFA to work properly, please ensure that your mobile phone has "Synchronize Time Automatically" turned on.

### **Andriod**

1. Open your device's Clock app 🕒.
2. Tap **More** ⋮ > **Settings**.
  - To pick your home time zone: Tap **Home time zone**.

- To add a clock for home while in another time zone: Turn on **Automatic home clock**.
- To automatically update the time: Tap **Change date & time** > **Set time automatically**.
- To set a time zone automatically: Tap **Change date & time** > **Time Zone** > turn on **Set automatically**.

5. Open Microsoft Authenticator, click the “+” sign, then select “Other”, “Scan QR Code”, and enter the generated code into the validation field on MySIS



Columbia College

Multi-Factor Authentication

MULTI-FACTOR AUTHENTICATION VALIDATION

Please confirm your mobile application settings by entering the code below.

APPLICATION AUTHENTICATION

Validation Code

RE-SCAN QR CODE

5.

Log Out

Version: 2.4.0 - Powered by MySIS Jul 2, 2025

6. Once completed, you should now have access. Keep note that everytime you login, you will require the code from your Authenticator.