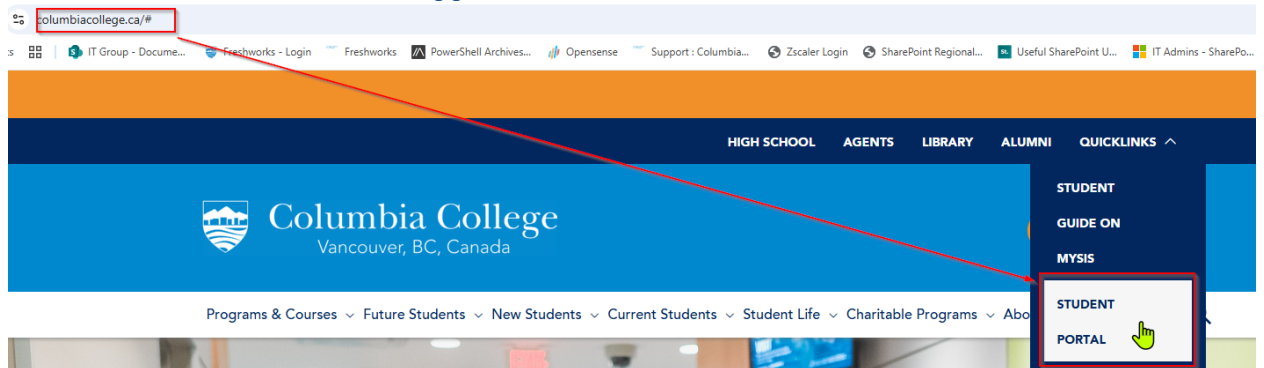## How to login to MySIS for the first time.

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.

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

[Google Play](#)   [App Store](#)

In order for MFA to work properly, please ensure that your mobile phone has "Syncronize 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
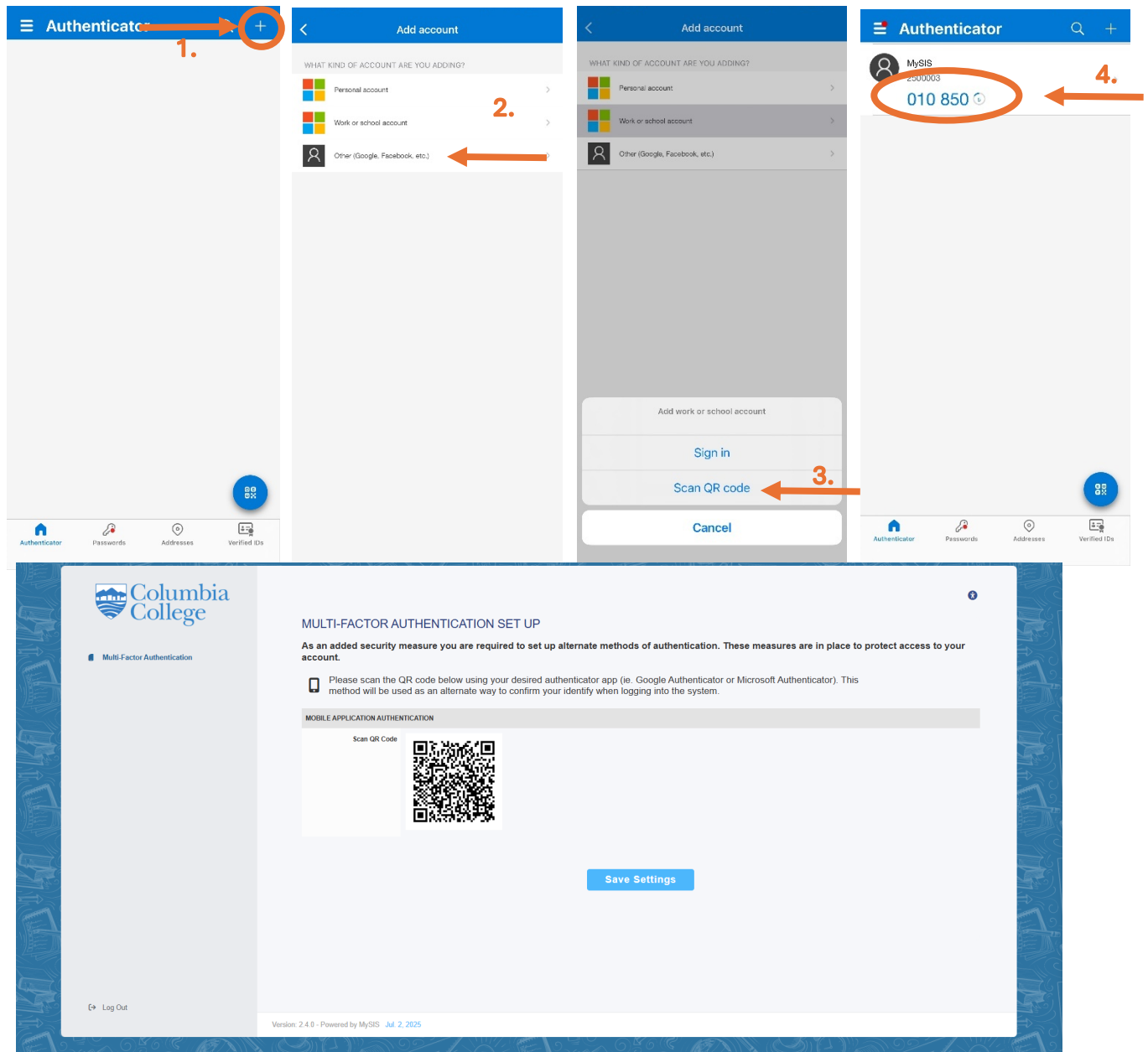
MULTI-FACTOR AUTHENTICATION VALIDATION

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

APPLICATION AUTHENTICATION   RE-SCAN QR CODE

Validation Code   5.

Multi-Factor Authentication

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.