



Welcome to London South East Colleges

IT Student User Guide

This guide will help you get started with logging in, downloading essential apps, and setting up multi-factor authentication (MFA).

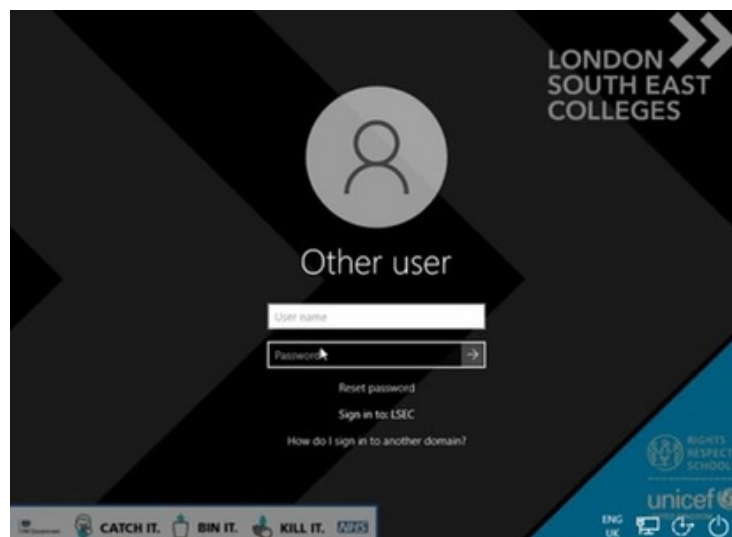
Getting Started

NOTE: The steps below must be completed on a college computer!

Username: **yourIDnumber@student.lsec.ac.uk** (studentID number as shown on ID Card)



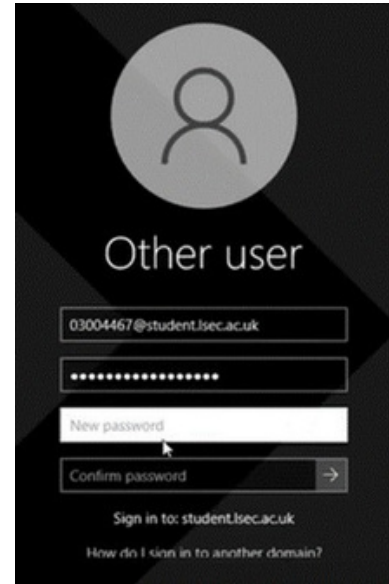
Password: **LsecDDMMYYYY** (DDMMYYYY is your 8-digit date of birth)



Change your password

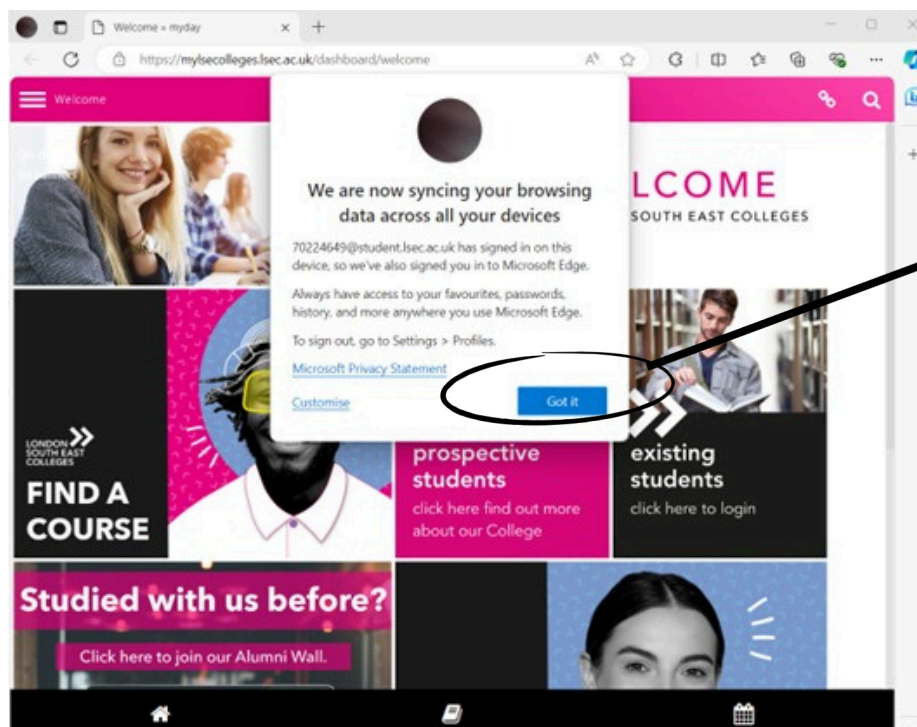
Your new password must be between 8 and 15 characters with a combination of:

- At least one capital letter
- At least one number
- No personal information (e.g. your name, year of birth etc)
- None of the last five passwords



MyLSEC App

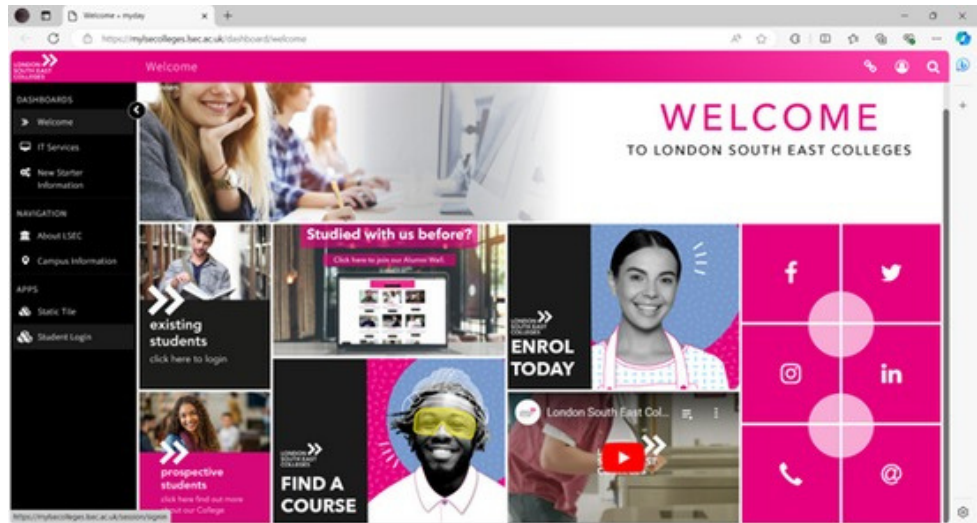
Now that you have successfully logged in you will see this screen. The MyLSEC app will open. Please click on the 'Got it' button to sync your browser with your account!



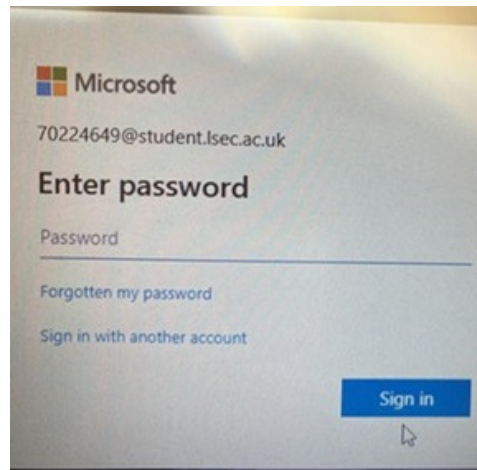
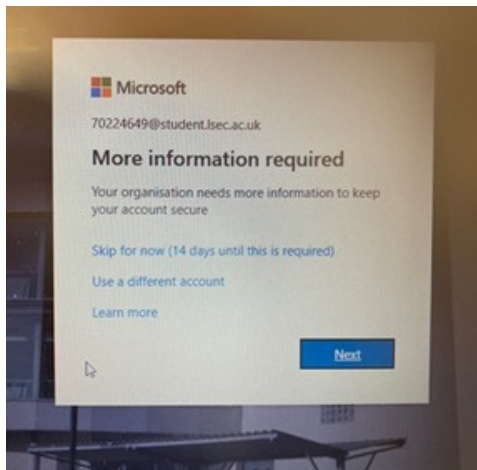
Click Here

1. MyLSEC App

Click on 'Student Login'



Click 'Next' and enter your password.

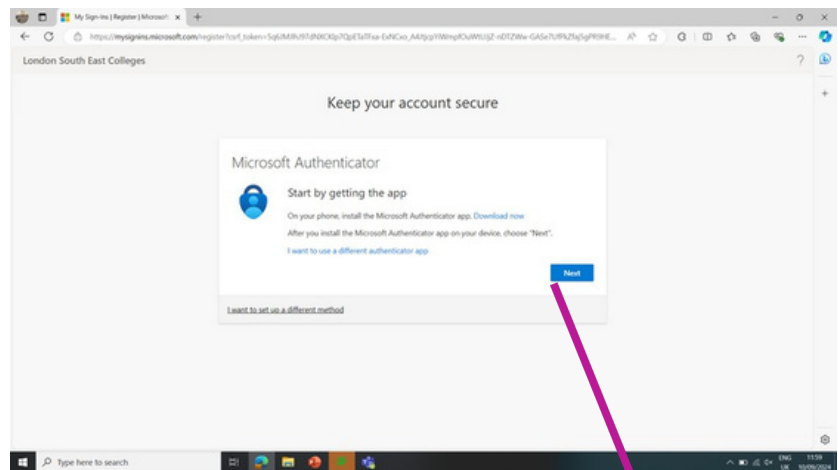


Multi Factor Authentication

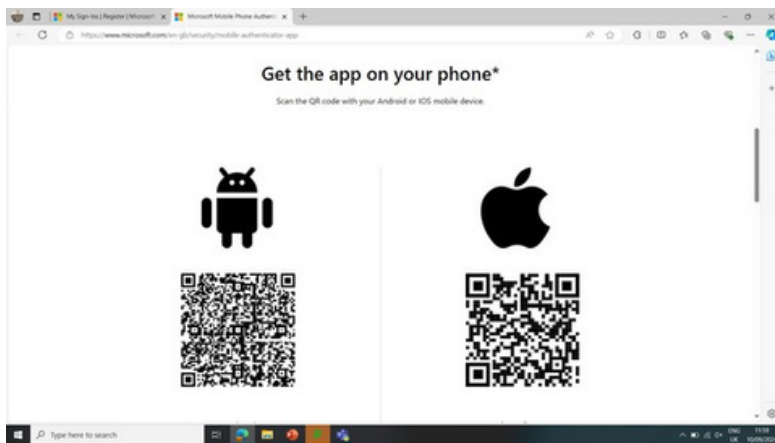
1. Multi Factor Authentication

NOTE: You will need to have your mobile phone ready to complete this section.

Click '**Download now**' if you do not have the **Authenticator App** or skip to step 9.

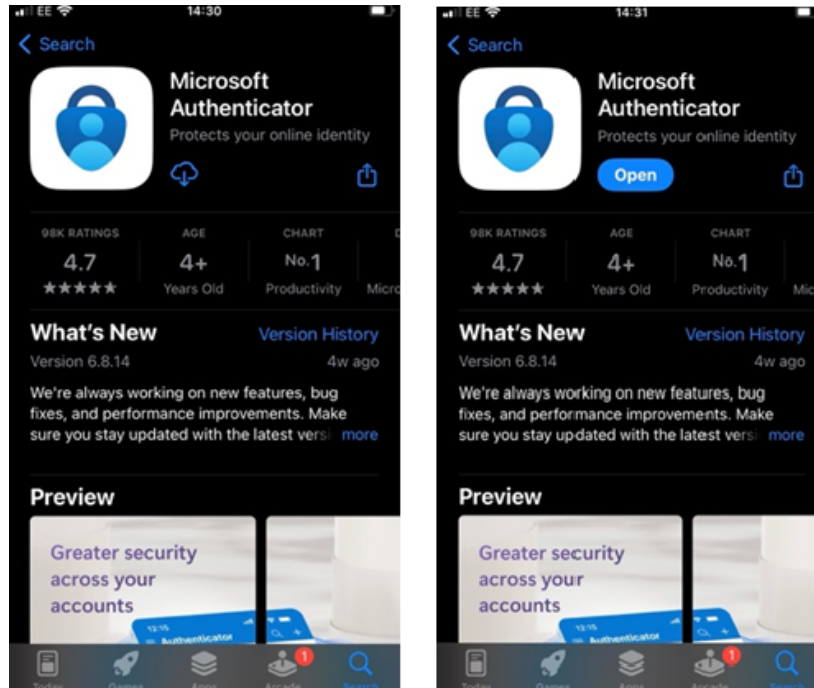


Click Here



2. Authenticator App

If you have clicked on '**Download Now**' another page will open and as you scroll down the webpage you will see QR codes for Apple and Android Authenticate Apps. Scan the code depending on what device you have and install the Authenticator App.

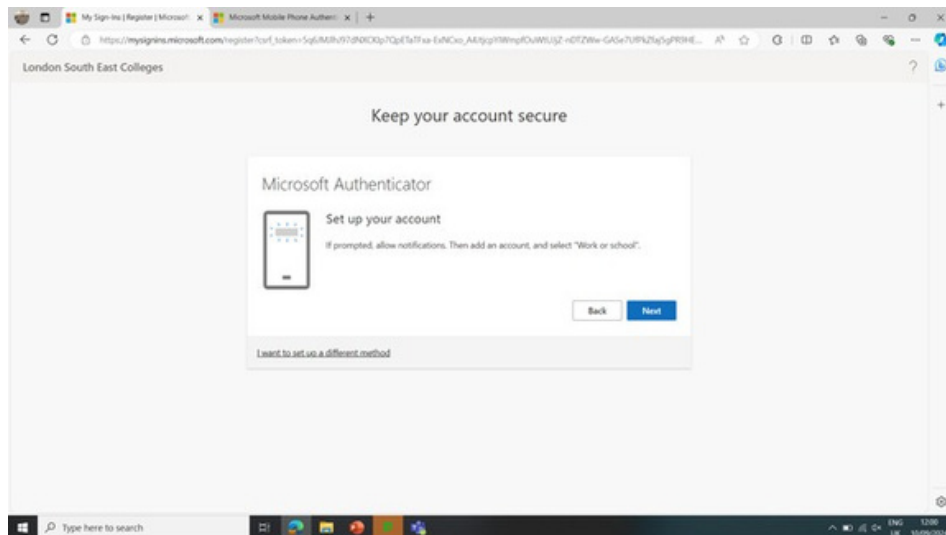


Once APP is open, please click accept



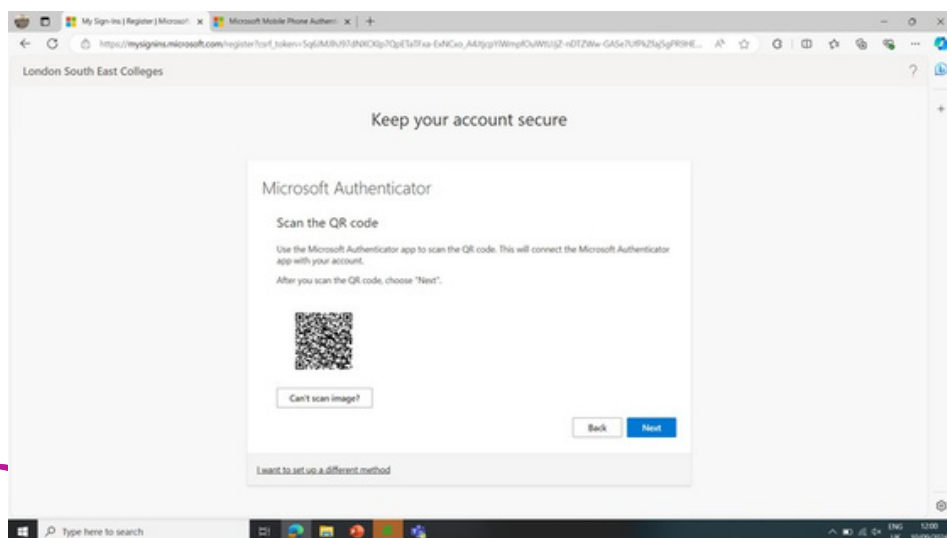
3. Multi Factor Authentication

Once you have the Authenticator App installed, return back to the previous tab and when you see the screen shown here click **'Next'**.

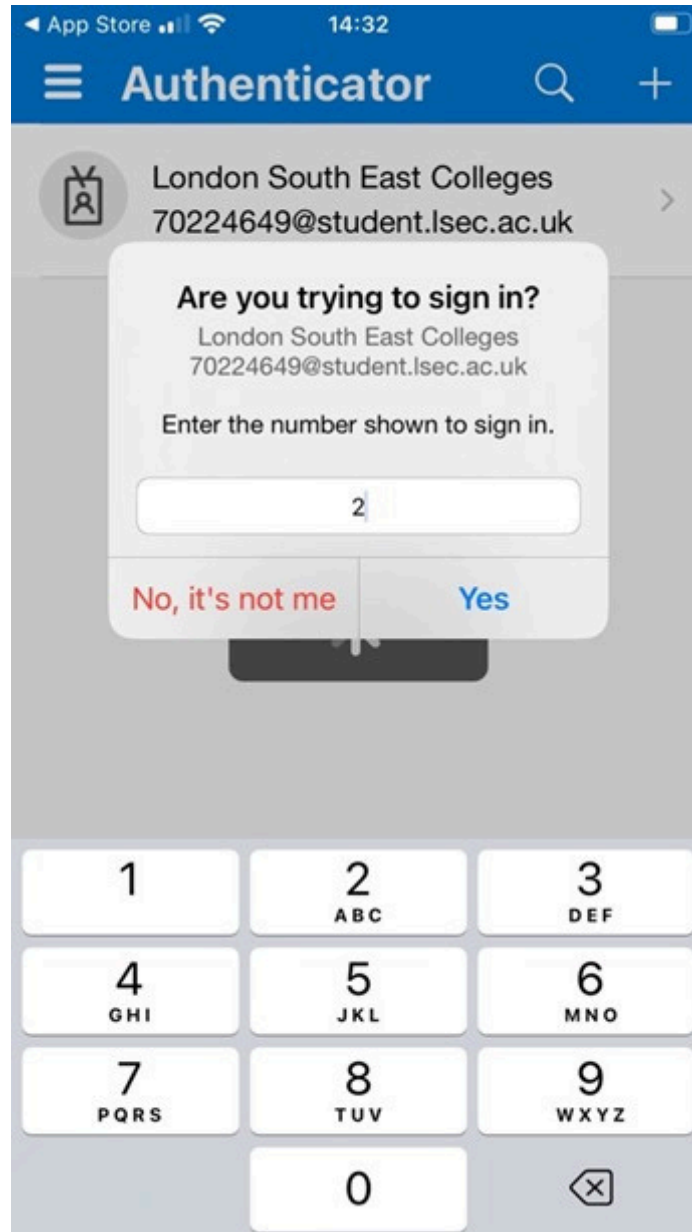


4. Multi Factor Authentication

You will see this screen and you need to open up your Authenticator App and scan the QR Code.

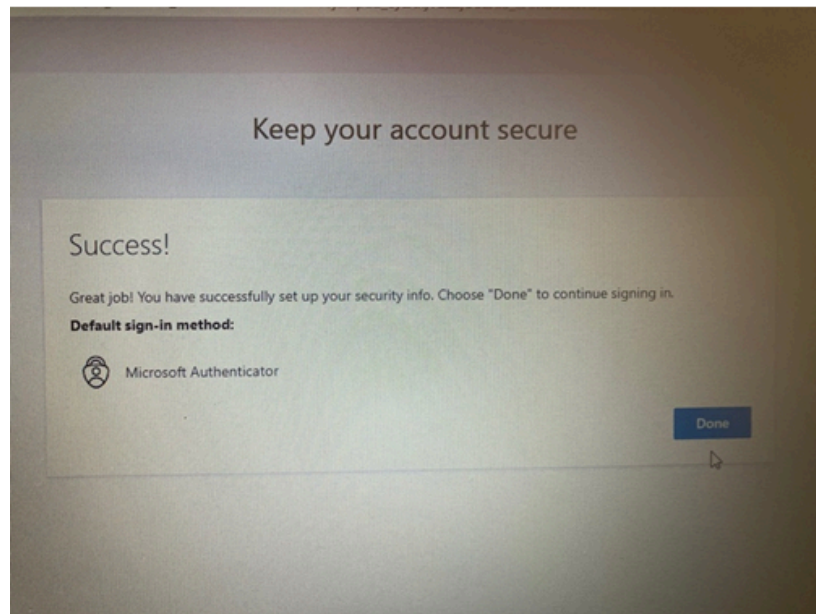
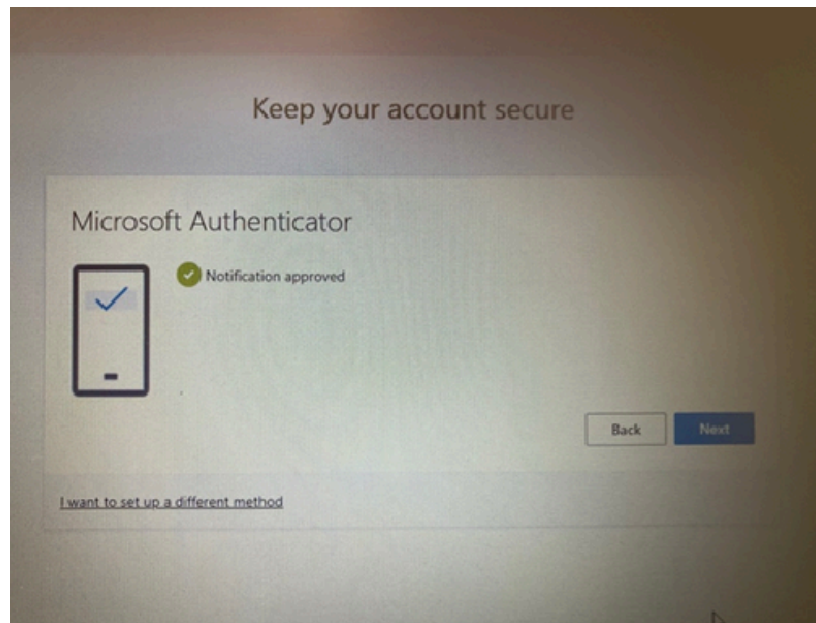


A 2-digit code will pop up on the PC.
Enter the code into the authenticator APP
Confirm (Yes)

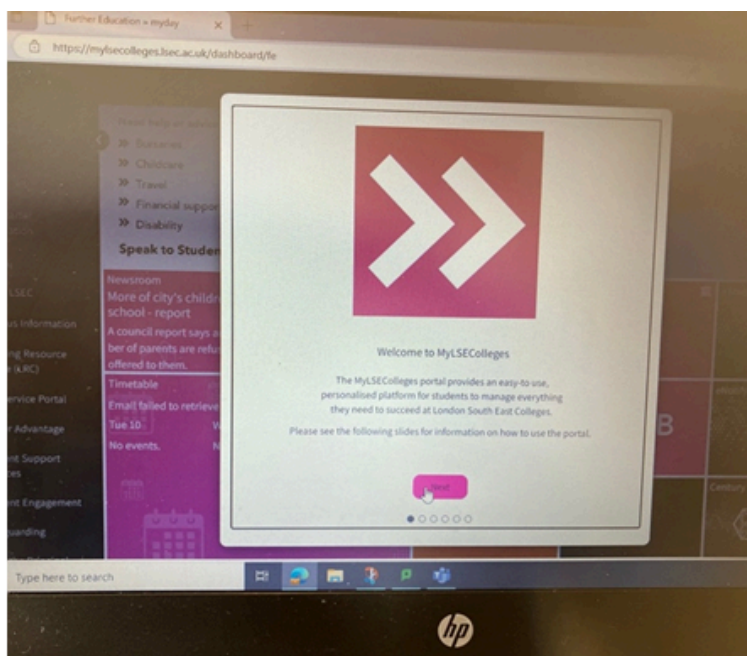
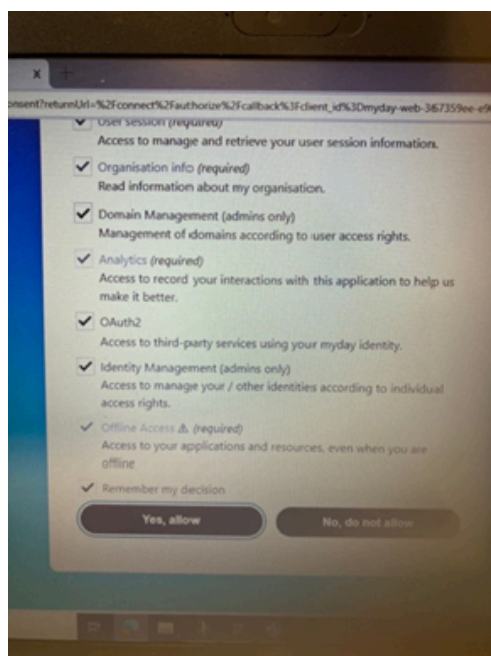


Congratulations you are all setup!

Click Next and follow the prompts to return to the main screen

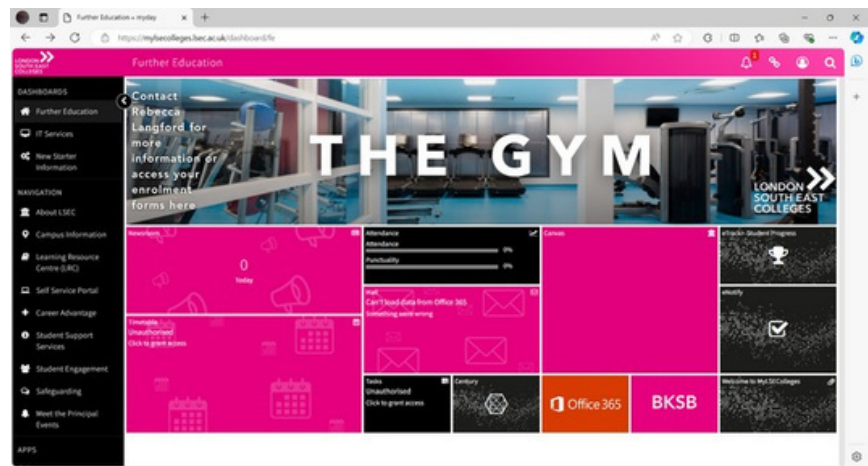


To continue with setup please click **Yes, Allow** on the screen below and Next to complete the setup

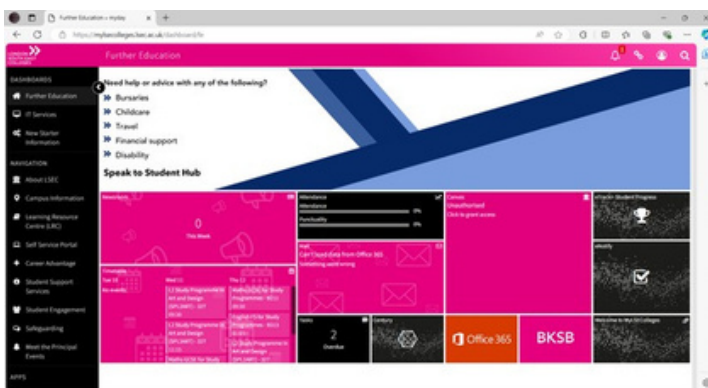


MyLSEC Timetable

Now that you have completed the setup of Multi Factor Authentication you will return back to the MyDay home screen. You can now access your Timetables by clicking on the 'Timetable' tile



14. MyLSEC Timetable Your Timetables will start to download and will be now visible on the Timetable tile.



You are now setup and ready to use your LSEC Account to access LSEC resources which can be found in the MyLSEC app under IT Services

NOTE: To view other applications click on the relevant tile and follow the login prompt

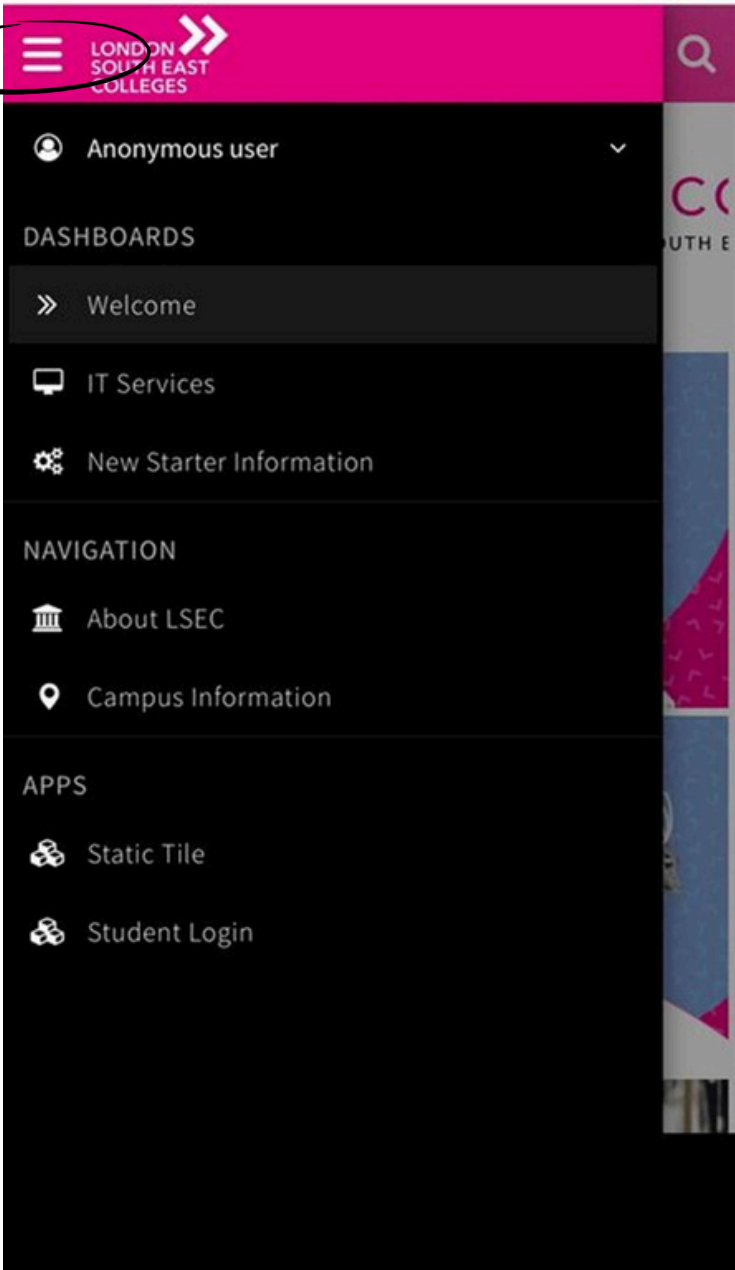
Accessing MyLSEC APP

1. Download APP from Play Store or App Store

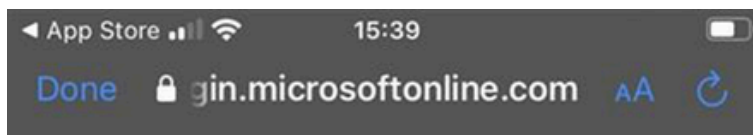


2. Open the APP, click on the 3 lines and select Student Login

Click Here



3. Sign in with your college email address and password



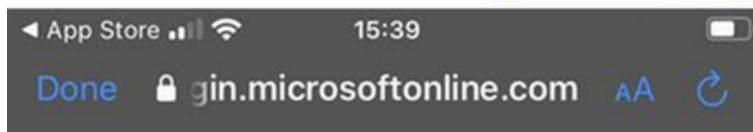
Sign in

70224649@student.lsec.ac.uk

No account? [Create one!](#)

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

Next



← 70224649@student.lsec.ac.uk

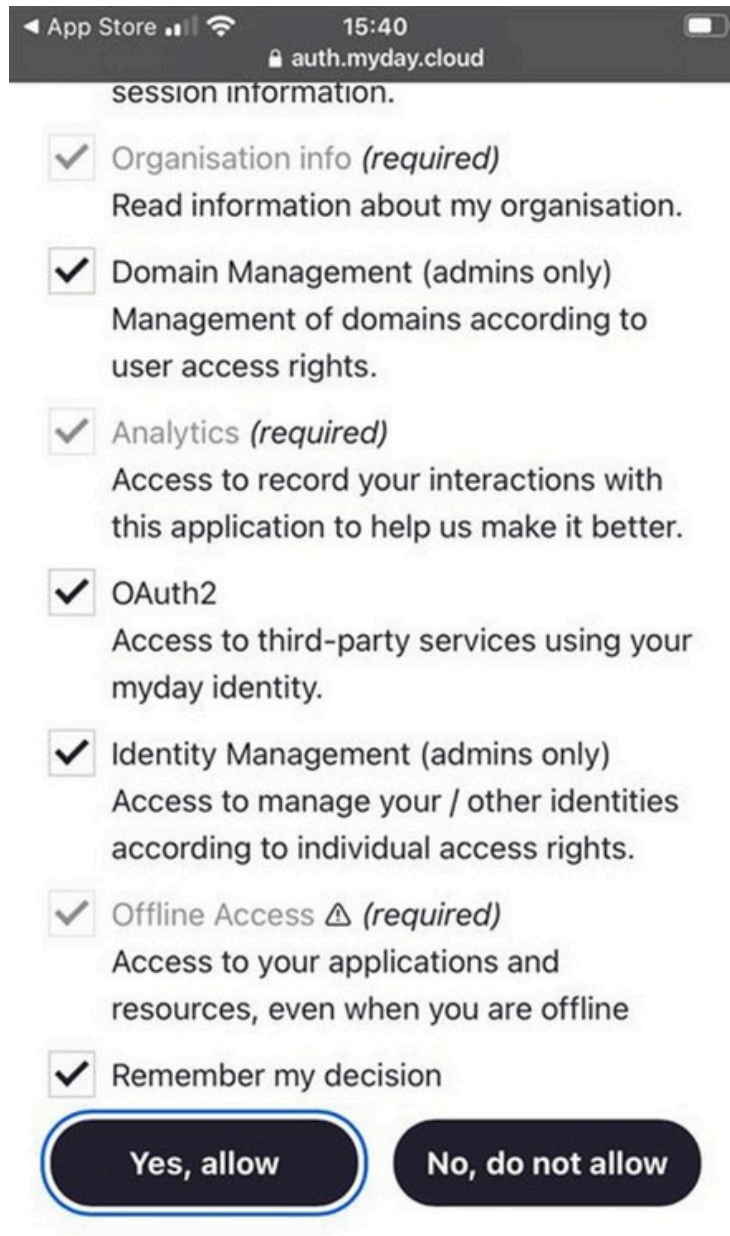
Enter password

Password

[Forgotten my password](#)

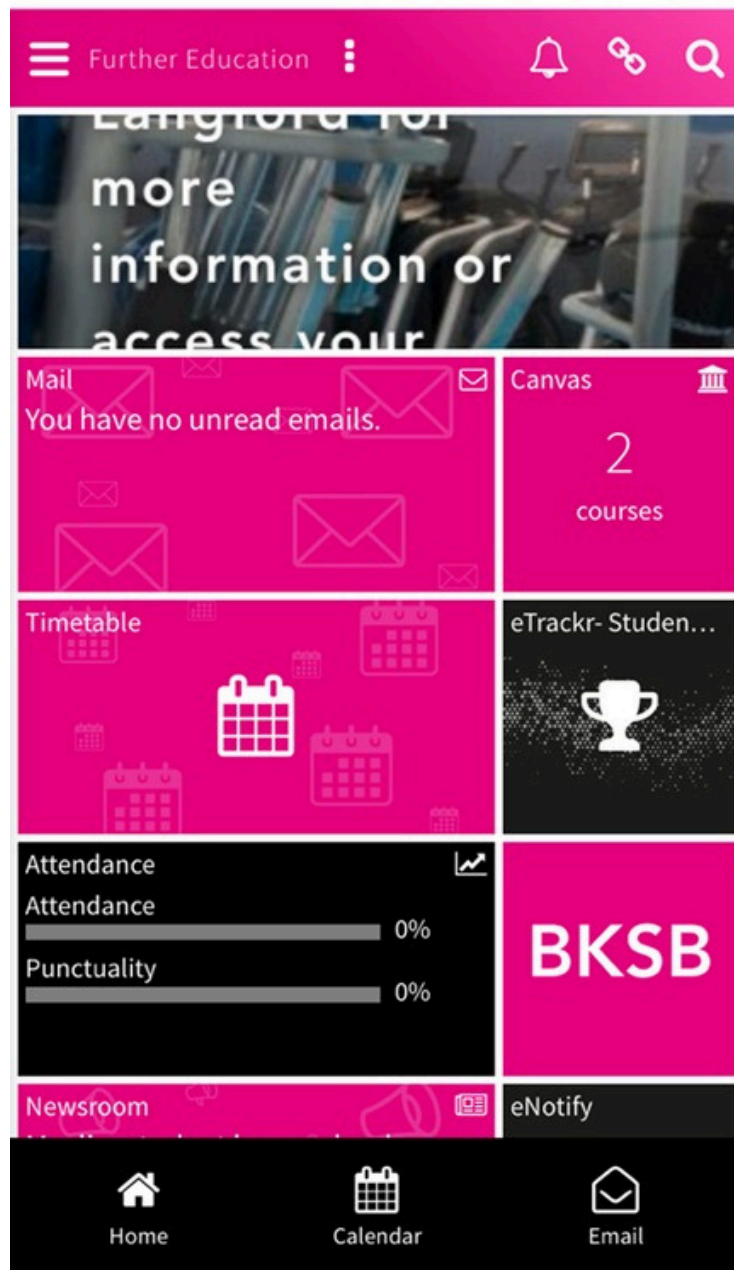
Sign in

4. To continue with setup please click Yes Allow on the screen below.



Congratulations you are all setup with the LSEC APP!!

5. To access your timetable, click on the tile and follow the login prompt shown below.



NOTE: To view other applications click on the relevant tile and follow the login prompt