IT User Registration Example

The reworked IT user registration procedure with integrated multi-factor authentication (MFA) setup.

Your User Registration Request

Cranfield University <servicedesk@cranfield.ac.uk>
To: Kenneth Caines
Cc: Ruth Gardener

Wed 30/08/2023 09:53

Start reply with: [Schedule a meeting] [I accept!] [Completed.]

Dear test test,

Welcome to Cranfield University.

Please use the code V6aOBNnNkJOVHe0Bfwqh to register for your Cranfield username. If you already have a username, you should also re-register to keep it active. This invitation expires in seven days. Please contact the IT Service Desk in the event that you need to renew your invitation.
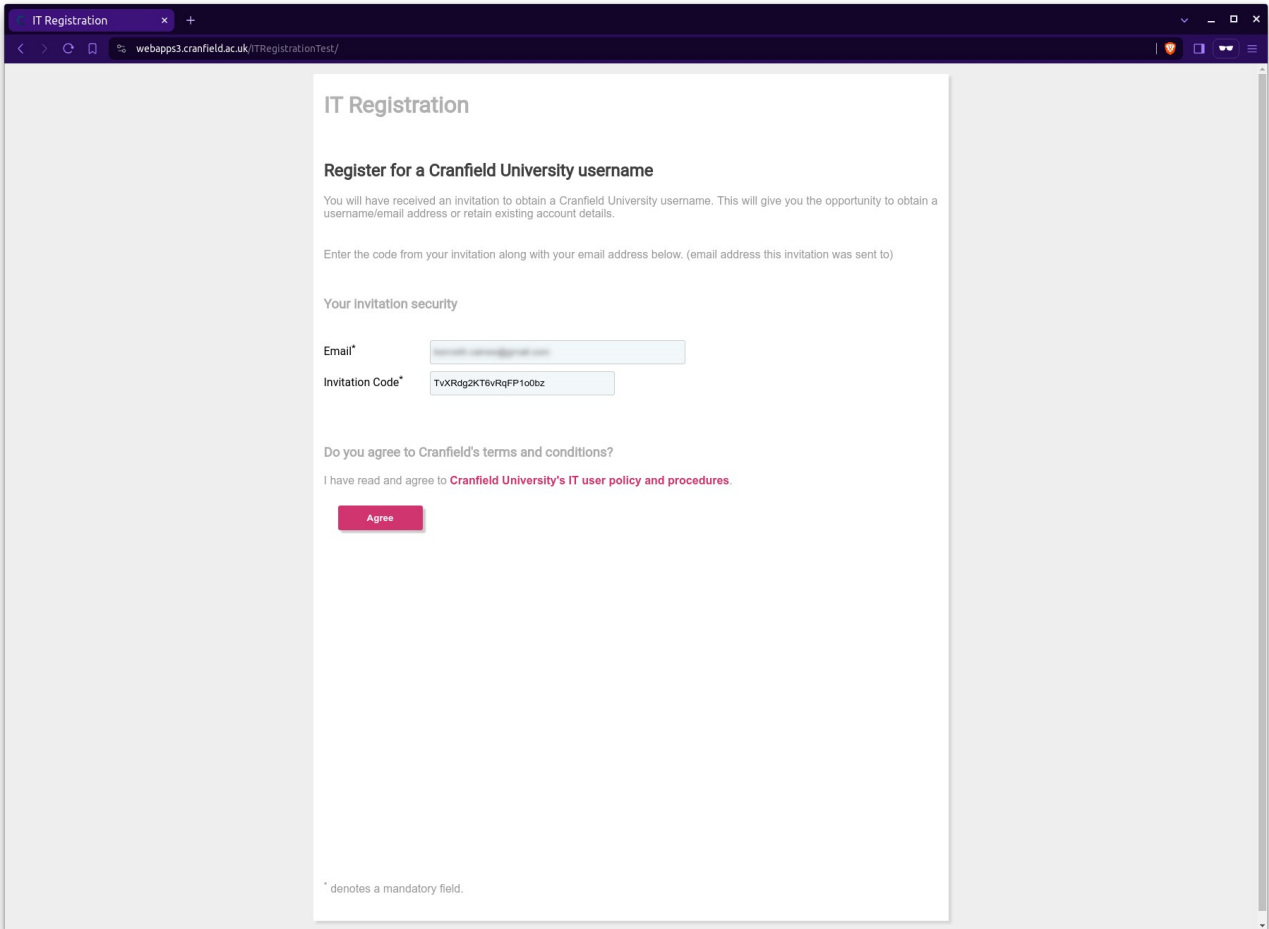
Register

Kind regards
IT Service Desk

The IT Service Desk is also available to help you resolve issues or provide additional support.

Service Desk opening hours are 8am-6pm, Mon - Fri.

Online: https://servicedesk.cranfield.ac.uk
Email: servicedesk@cranfield.ac.uk
Tel: +44 (0)1234 75 4199

[Reply] [Reply all] [Forward]

The new user receives an invitation email with a one-time use security code to register for their username. The email contains a button to take them to our registration portal.

The registration form reveals each section as the user progresses through the registration process.

IT Registration

Register for a Cranfield University username

You will have received an invitation to obtain a Cranfield University username. This will give you the opportunity to obtain a username/email address or retain existing account details.

Enter the code from your invitation along with your email address below. (email address this invitation was sent to)

Your invitation security

| Email* | [blurred] |
| Invitation Code* | TvXRdg2KT6vRqFP1o0bz |

Do you agree to Cranfield's terms and conditions?

I have read and agree to **Cranfield University's IT user policy and procedures**.

AGREED

Do you have a Cranfield IT account (email or username) or have you had one in the last 12 months

Answer YES, if you already have a username and/or email address (ending @cranfield.ac.uk) that you would like to keep using in your new role. You will be asked to login with your existing credentials.

Answer NO to have a new username and email address.

☐ Yes

☐ No

Next

* denotes a mandatory field.

The user has to agree to our terms and conditions and indicate whether they already have Cranfield user credentials.

Your invitation security

Email*

Invitation Code*   TvXRdg2KT6vRqFP1o0bz

Do you agree to Cranfield's terms and conditions?

I have read and agree to **Cranfield University's IT user policy and procedures**.

AGREED

Do you have a Cranfield IT account (email or username) or have you had one in the last 12 months

Answer YES, if you already have a username and/or email address (ending @cranfield.ac.uk) that you would like to keep using in your new role. You will be asked to login with your existing credentials.

Answer NO to have a new username and email address.

☐ Yes

✓ No

Create a new username

Please provide a password for your new Cranfield University account.

Make sure you choose a password you can remember as you will be required to enter this password to access all University Systems.

Password*   ●●●●●●●●●●●●●●●●●

Verify*   ●●●●●●●●●●●●●●●●●

Passwords must be at least eight characters in length, and contain three of the following four categories: upper case letters, lower case letters, numbers *[0-9]*, and special symbols *[*,$,@,etc]*. No part of your name or date of birth should be included within your password.

Next

* denotes a mandatory field.

A password is required to setup a new account.

Yes

✓ No

Create a new username

Please provide a password for your new Cranfield University account.

Make sure you choose a password you can remember as you will be required to enter this password to access all University Systems.

Password* �． ． ． ． ． ． ． ． ． ． ． ． ． ． ． ． ． ． ．   ◁

Verify* ． ． ． ． ． ． ． ． ． ． ． ． ． ． ． ． ． ．   ◁

Passwords must be at least eight characters in length, and contain three of the following four categories: upper case letters, lower case letters, numbers *[0-9]*, and special symbols *[*,$,@,etc]*. No part of your name or date of birth should be included within your password.

Your new user credentials

Username	Test.Person@cranfield.ac.uk
Short form	Test.Person
Password	as above
Display name	Test1 Person

Setting up multi-factor authentication (MFA)

In order to complete your IT account set-up, you are also required to setup up Multi-Factor Authentication (MFA). You will now be taken to the MFA setup app, where you will be required to login with the above Cranfield username.

You will automatically be directed to Microsoft's security setup after you have logged in. Going through the steps in this process you will be asked to setup 2 verification methods. We recommend that you use the Microsoft Authenticator app for the first method – this will be used for 2-factor authentication when you login to university systems. The second method is used when resetting a forgotten password and can be either a phone number or an email address, to which a reset code will be sent.

For further information on setting MFA please watch this short **video** before proceeding.

Please Note: The MFA setup must be completed within 30 minutes otherwise your account will be deleted, and you will need to start the user registration process again. You must click the 'Done' button on the MFA success screen to return to this registration portal and complete the process.
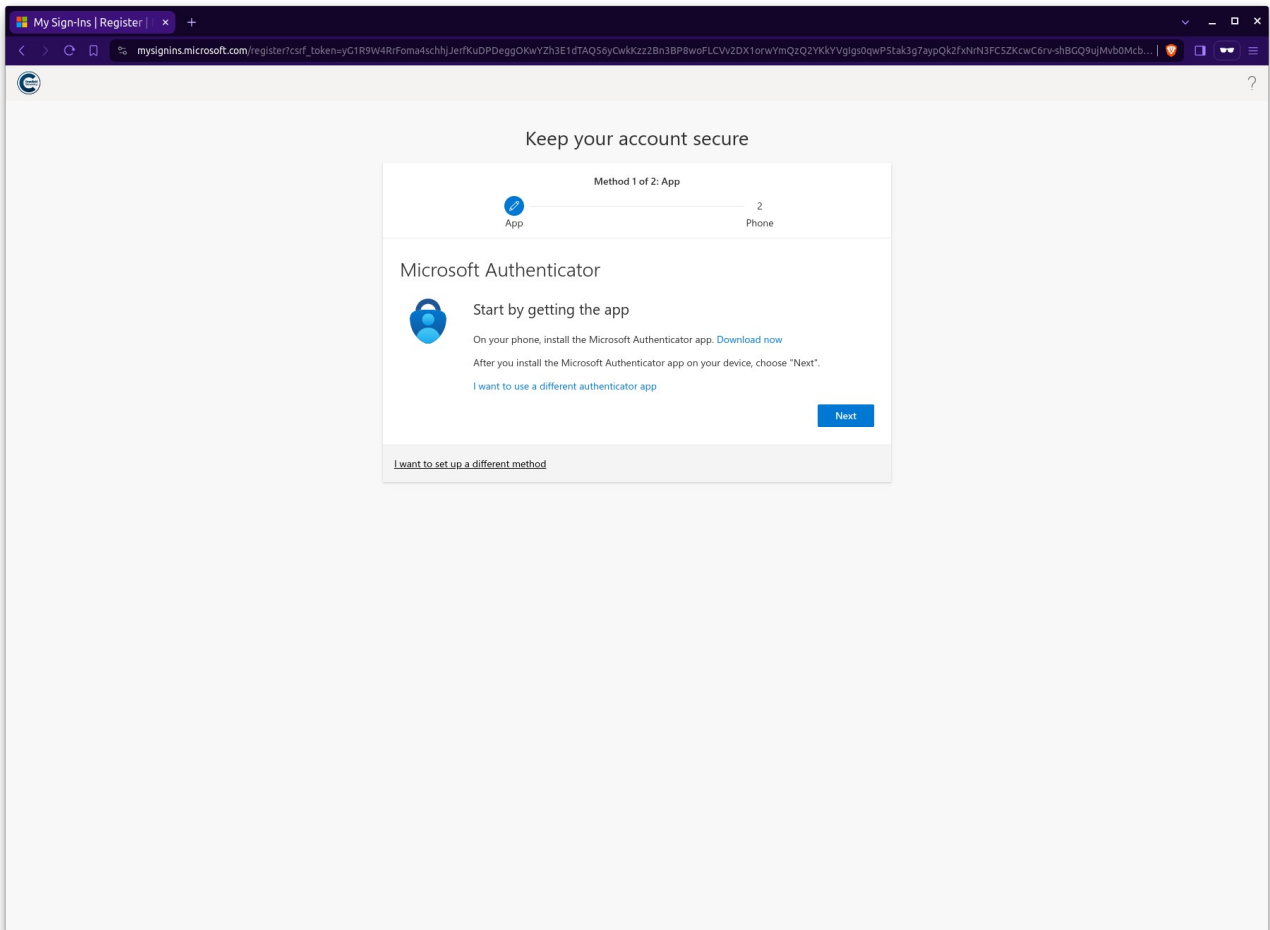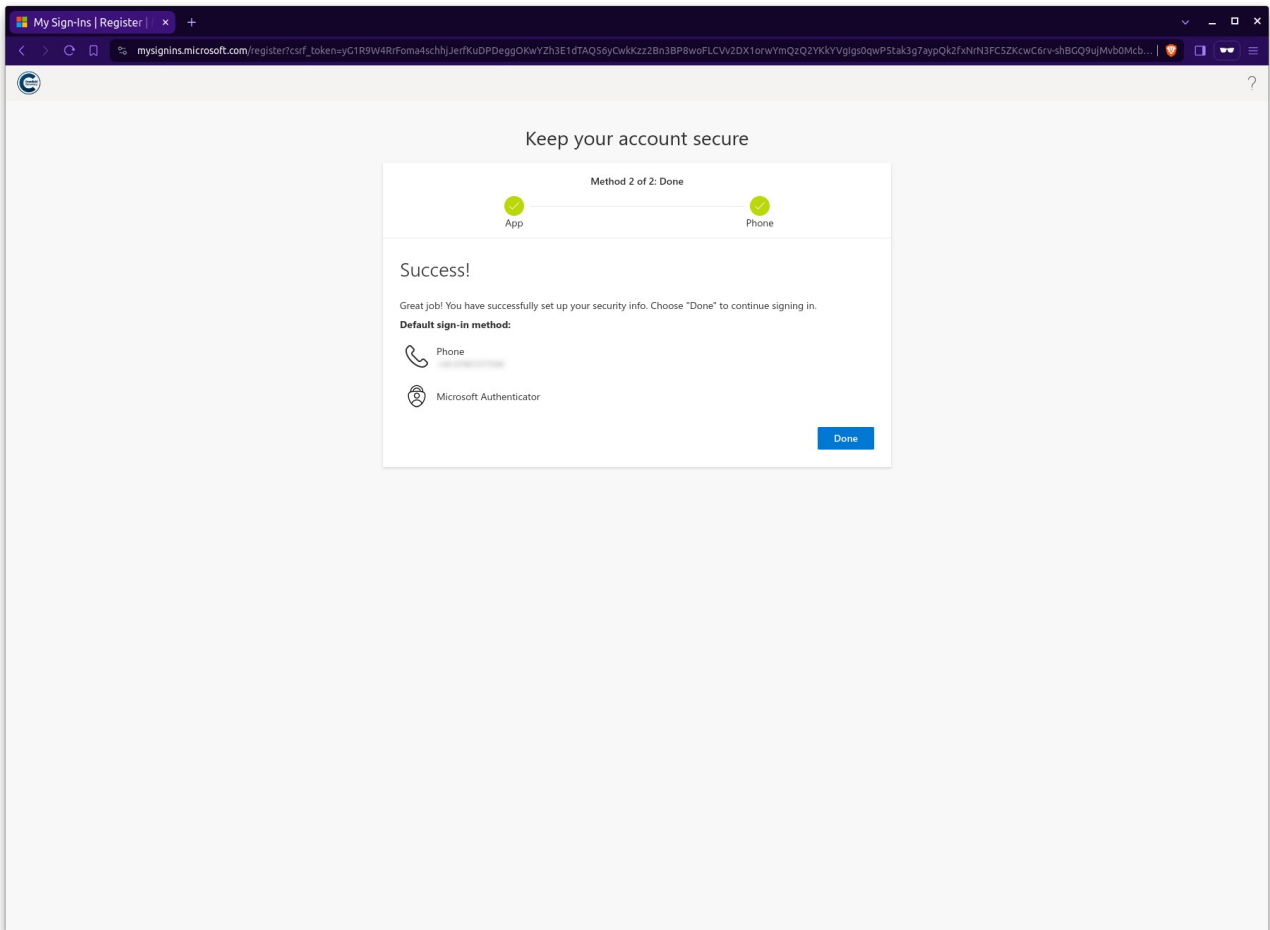
Next

* denotes a mandatory field.

Credentials and instructions for setting up MFA are provided. The next button takes the user to Microsoft's security portal for this.
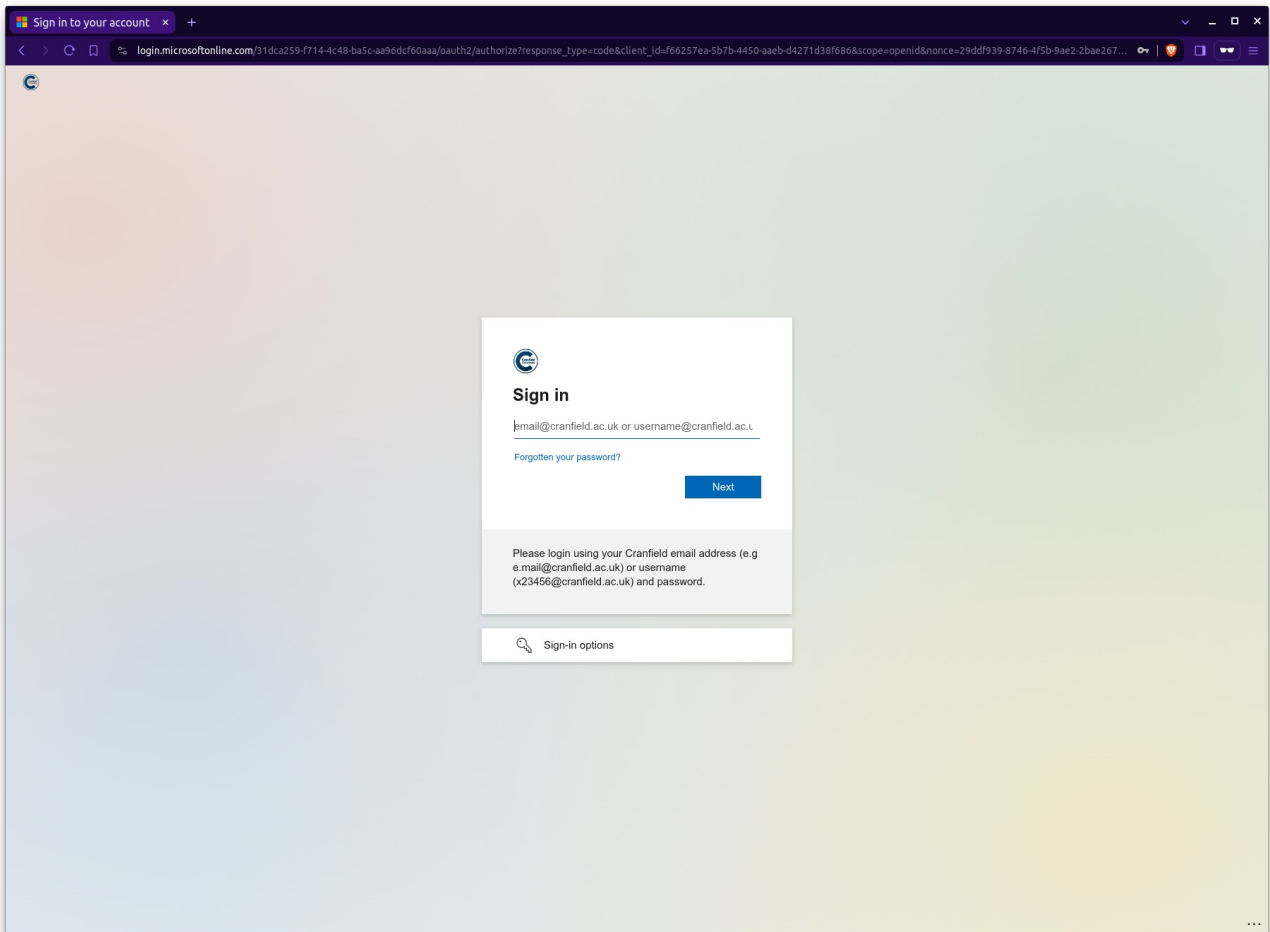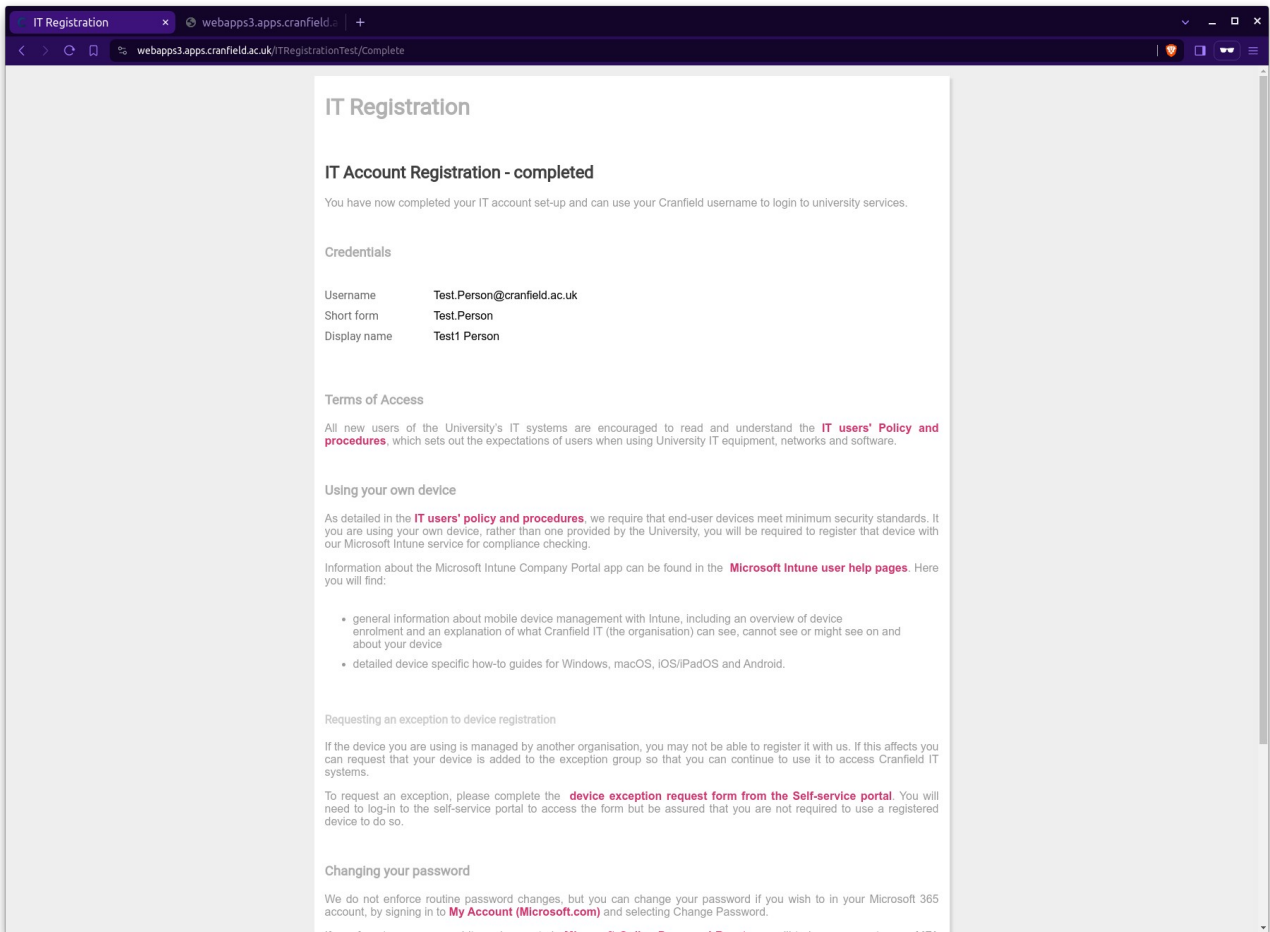
The user is asked to login with their new credentials.

The user should follow the instructions on screen.

Until all authentication methods have been configured. Clicking next here returns the user to our IT registration portal to finalise the account set-up.

The final summary screen repeats the user's credentials and provides further details.