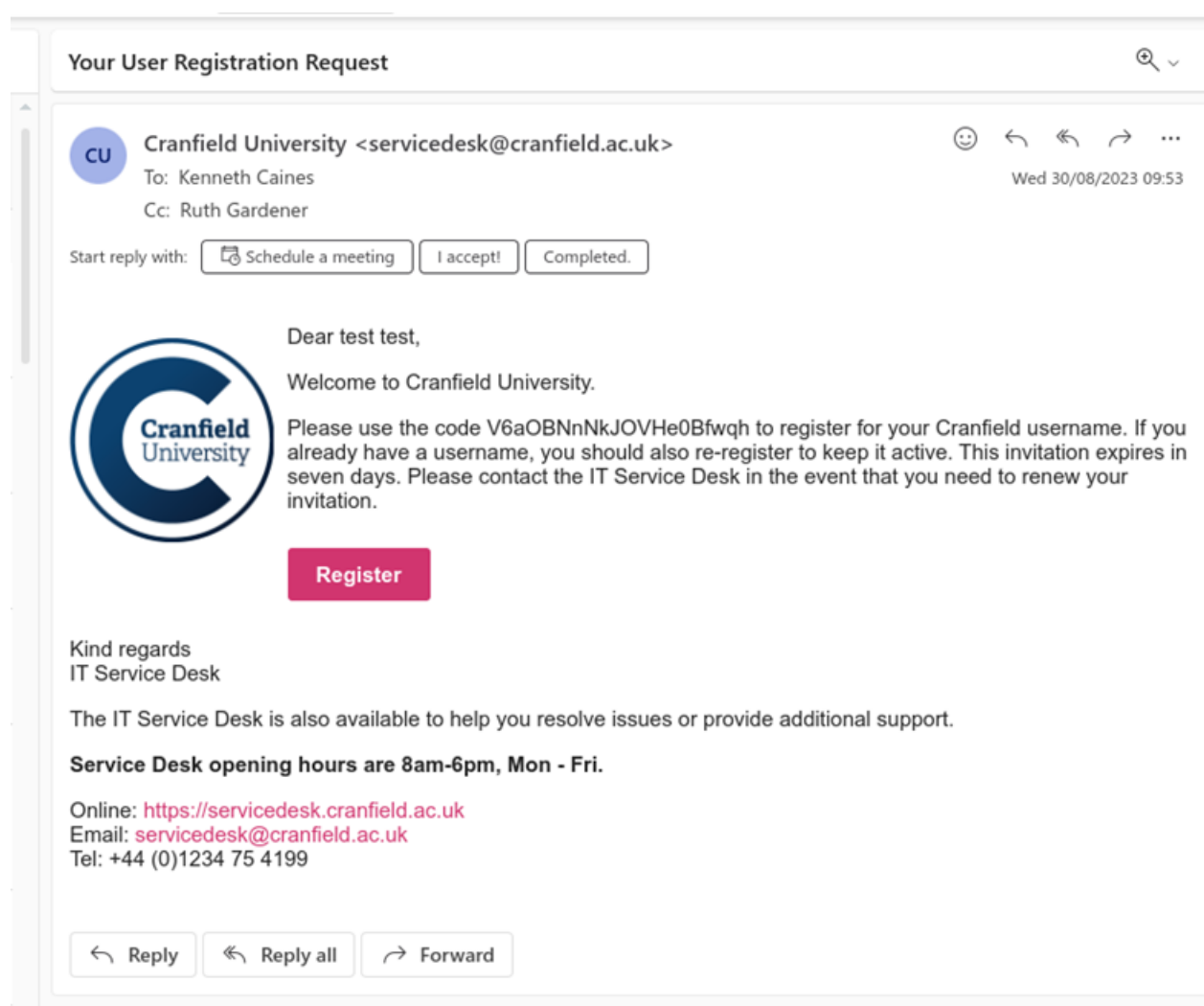


CRANFIELD UNIVERSITY

MAYTAS HUB - Employer Account Setup Guide

Employer Registration Instructions

- You will receive an email asking you to register an account in our active directory.



Click 'Register'.

- Enter your email address.
- The invitation code will be pre-filled.
- Select 'No' for "Do you have a Cranfield IT account".

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*	<input type="text" value="kenneth.caines@cranfield.ac.uk"/>
Invitation Code*	<input type="text" value="V6aOBNNkJOVHe0Bfwqh"/>

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.

<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No

Next

Click 'Next'.

- Enter a password that meets the defined security rules.
- Enter it again to verify it is correct.
- You will need this password later when you set up your MFA.

Your invitation security

Email*	<input type="text" value="kenneth.caines@cranfield.ac.uk"/>
Invitation Code*	<input type="text" value="V6aOBNNkJOVHe0Bfwqh"/>

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.

<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	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*	<input type="password" value="Pqgqh^Y5qe"/>	
Verify*	<input type="password" value="....."/>	

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.

Finish

Click 'Finish'.

- Note you have been given a username ending in @cranfield.ac.uk.
- You will need this username later when you set up your MFA.

IT Registration

Welcome to Cranfield University

If you are creating a brand new account, you will receive an email within the next 30 minutes confirming your account details. If You are re-instating an existing account please logon with your previous details.

Credentials

Username	test.test@cranfield.ac.uk
Short form	test.test
Init. Password	Passw0rd
Display name	test test

Terms of Access

All new users of the University's IT systems are encouraged to read and understand the IT Users Policy, which sets out the expectations of users when using University IT equipment, networks and software. This policy can be found on the Intranet at - <https://intranet.cranfield.ac.uk/it/Pages/ITUserspolicy.aspx>

Change your password here: <https://www.cranfield.ac.uk/pwman>

For information and advice on using the IT facilities or to report a fault please contact the IT Service Desk.

Service Desk Opening Hours

08.00 - 18.00 (Mon-Fri)

Contacts

Tel: +44 (0)1234 75 4199 (#6199, Quickdial from the Shrivenham campus)

Email: Servicedesk@cranfield.ac.uk

Online: <https://servicedesk.cranfield.ac.uk>

In person: Information Services, Building 63

- You will receive a confirmation email within an hour (usually much sooner).

Your User Registration Confirmation

CU

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

😊

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Wed 30/08/2023 13:23

Dear test test,

Welcome to Cranfield University.

Summary of your user account

Username: test.test@cranfield.ac.uk
(short form): test.test
Cranfield Email:

Setting up account and device security

Before you can start to access Cranfield services you will need to setup a couple of security requirements. Multi-Factor Authentication (MFA) is required a part of your account security, and should you also wish to use a personal device you will need to register that device with the University, so that we can ensure it meets minimum security requirements before allowing you to connect to services from that device.

Please see our onboarding page for more information on setting up MFA and registering a personal device to access University IT Services - <https://www.cranfield.ac.uk/study/it-services/setting-your-it-security>

Changing your password

We do not enforce password changes, but once you have setup MFA you can change your password if you wish to in your Microsoft 365 account, by signing in to [My Account \(microsoft.com\)](#) and selecting Change Password.

If you forget your password it can be reset via [Microsoft Online Password Reset](#) - you will need to have previously setup MFA and have access to your MFA verification methods before using this service.

Please see the [Password policy and guidance for IT systems](#) for further details on setting a strong password.

IT Users policy

Use of the University IT systems are subject to the [IT Users Policy](#). This sets out the expectations of users when using University IT equipment, networks, and software. Please take the time to read this and ensure that you understand your responsibilities when using University IT equipment and services.

Further Information

Further information on Cranfield IT services can be found on the intranet at <https://intranet.cranfield.ac.uk/it/Pages/default.aspx> 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

Employer MFA Set Up

- You will receive a final email, also usually within an hour.
- This mail confirms that your Cranfield Maytas Hub account has been created.
- You still need to set up MFA



Hi {FNAME} {LNAME},

You can now log in to Cranfield's Apprenticeship Hub for monitoring your employees' progress using the link below:

<https://cranfielduniversity-etrack.cloud.maytas.co.uk/etrack/LoginPage.aspx>

Please use the "Sign in with Microsoft" option to log in. The first time you login, you will be asked to set up MFA (multi-factor authentication).

Please be advised we will be in touch soon with guidance on how to use the system.

Note: If you are unable to login and are using a device supplied by your employer, please ensure that access to the above link has been whitelisted by your employer.

Kind Regards


Apprenticeships Office

E: apprenticeships@cranfield.ac.uk

W: www.cranfield.ac.uk


- Go to the Maytas Hub login page: <https://cranfielduniversity-etrack.cloud.maytas.co.uk/etrack/Login>
- Click 'Sign in with Microsoft':

← → ↻ cranfielduniversity-etrack.cloud.maytas.co.uk/etrack/Login


MK:U

Welcome to Maytas Hub

Powered by Tribal

 Sign in with Microsoft


Or enter your details below

Username


Password

Log in

[Forgotten Password?](#)




- The first time you login, you will be asked to set up MFA.
- You will be asked to enter your Cranfield username and password from the registration process.
- You will be asked to install Microsoft Authenticator into your phone.
- If you don't already have it, it is available in Google Play Store or Apple App Store.



Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.


Method 1 of 2: App

 App

2

Phone

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

Click 'Next'

- Open the Authenticator app on your phone.
- Click the plus sign to add a new account.
- Select “Work or School”.

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Method 1 of 2: App



App

2

Phone

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select “Work or school”.

Back


Next

[I want to set up a different method](#)

Click ‘Next’.

- In the Authenticator App, select “Scan QR code”.
- Scan the code.
- Your MFA account will be created in the Authenticator app.

Method 1 of 2: App


App


2
Phone

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back

Next

[I want to set up a different method](#)

Click 'Next'

- Authenticator will request you to enter a number.
- Enter the number displayed on the screen.

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Method 1 of 2: App



2
Phone

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

96

Back

Next


[I want to set up a different method](#)

Click 'Next'


- Authenticator will ask for your phone number.
- Change the country to United Kingdom
- Enter your phone number (leading zero not required)
- Select “Text me a code” and click ‘Next’.

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.



App



Phone

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)

Enter phone number

☒ Text me a code

☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).


Next

[I want to set up a different method](#)


- You will receive an SMS text message.
- Enter the 6-digit security code.

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.



App



Phone

Phone

We just sent a 6 digit code to +44 7535327718. Enter the code below.

147126

[Resend code](#)

Back

Next

[I want to set up a different method](#)

Click ‘Next’

- You have now set up two methods of authentication, phone and authenticator.

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Method 2 of 2: Done



App



Phone

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:



Phone
+44 7535327718



Microsoft Authenticator

Done

Click 'Done'

WELCOME TO MAYTAS

The screenshot shows the Maytas Hub dashboard. At the top is a blue header bar with a 'Home' link, a search icon, and a user profile icon. On the left is a vertical sidebar with various icons for navigation. The main content area is divided into several sections: 'Employee Progress' showing 'No employees', 'Interactions' showing a list for 'Test1 Learner1' with an entry for '21-Jun-23 at 12:00' by 'Assessor Nick Rawlins', 'Notifications' with a message 'Your learners have 2 outstanding interactions.', and 'News'.

The next time you login will be much simpler:

<https://cranfielduniversity-etrack.cloud.maytas.co.uk/etrack/Login>

Click 'Sign in with Microsoft':

The screenshot shows the login page for the Maytas Hub. The page has a white background with the Cranfield University logo and 'MK:U' on the left. The text 'Welcome to Maytas Hub' is centered, with 'Powered by Tribal' below it. There is a 'Sign in with Microsoft' button with the Microsoft logo. Below this is a link 'Or enter your details below'. There are input fields for 'Username' and 'Password', followed by a 'Log in' button. A link for 'Forgotten Password?' is at the bottom. On the right side of the page is a large image of three students (two women and one man) standing outdoors, holding a large circular logo that says 'Cranfield University'.

You may be requested to confirm your identity with Microsoft Authenticator app.