Accessing the Subject SharePoint site…

You will need:

- A PC or Laptop with access to the internet
- Your WJEC username
- Your password
- Your mobile phone or access to a landline
- You **will not** be able to access any WJEC SharePoint site via iPad or Smartphone.
- Apple Mac's do work, however as this is a Microsoft Product you may run in to unique problems.

This document is split in to three sections:

- Section 1 – Username
- Section 2 – Password
- Section 3 – Multi Factor Authentication (MFA)

STAGE 1:

- Open an internet browser window (we recommend Microsoft Edge, Google Chrome or Firefox).
- For support in opening a private window, see guidance PDF sent separately and follow steps 1-3.

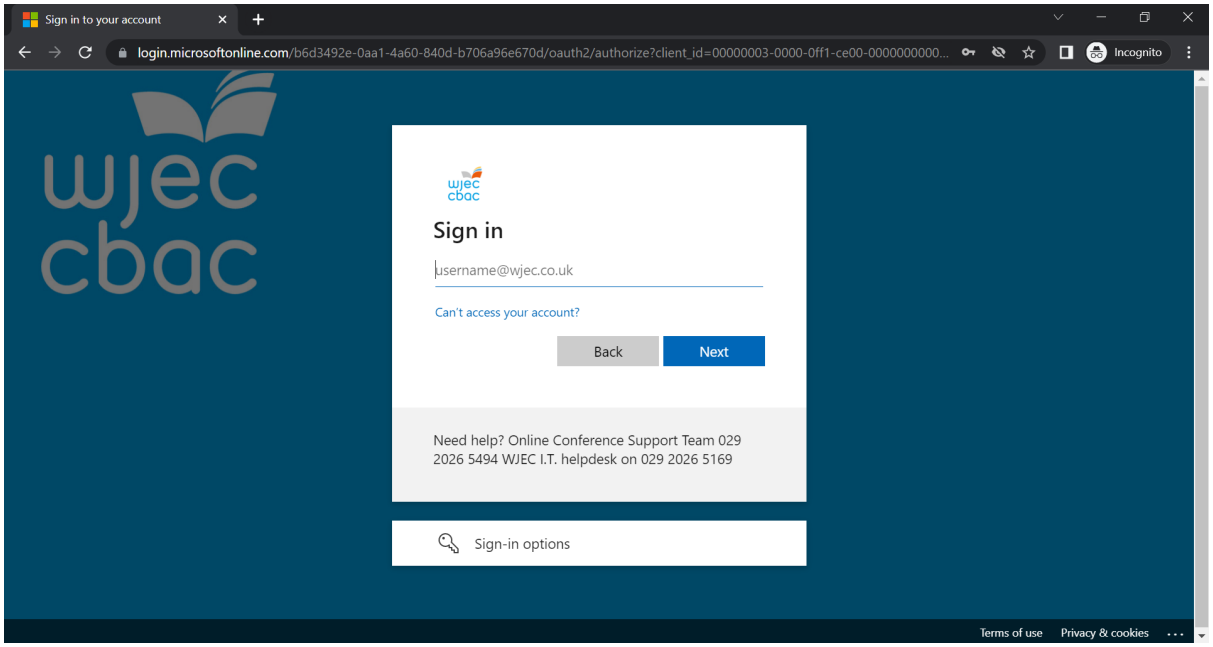
1. Click the three dots/lines to bring up a menu.

2. Select **'New InPrivate window'** or **'New Incognito window'** or **'New Private window'**. Your browser screen should now change to a dark colour.

3. Paste the SharePoint site address **in full** (making sure you include "June2023"), into the bar at the top of your private webpage.

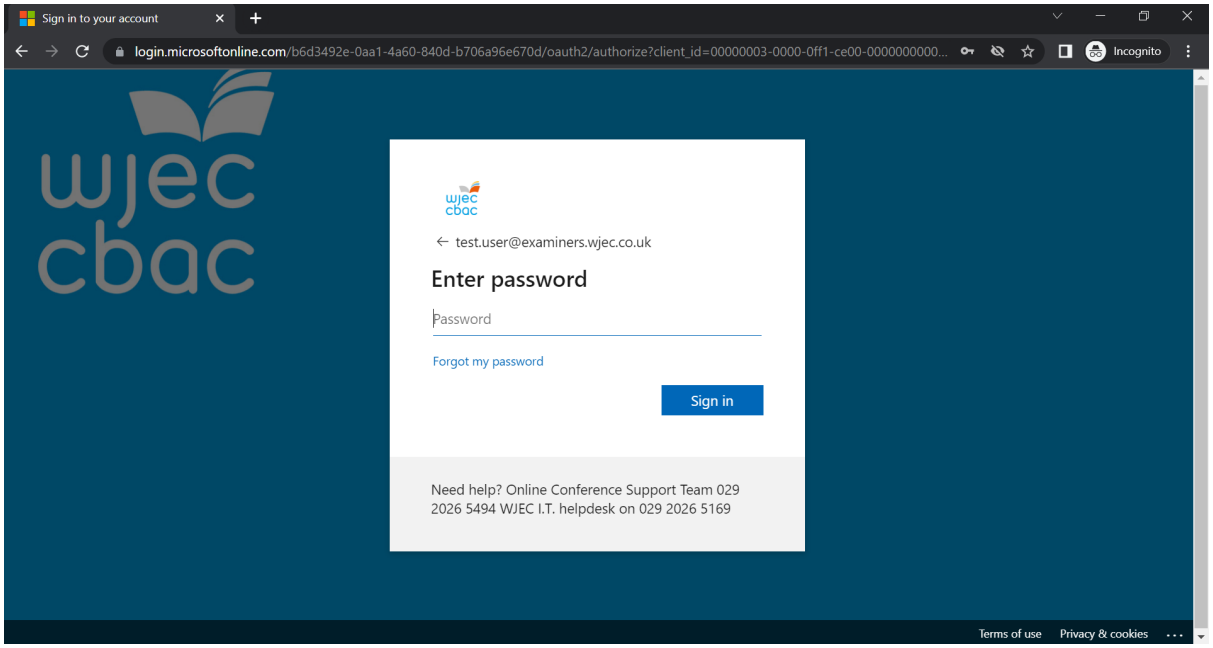
1. Username

- Once you have done this, you should see the screen shown below.
- Next, you will need to input your WJEC username provided in the email.

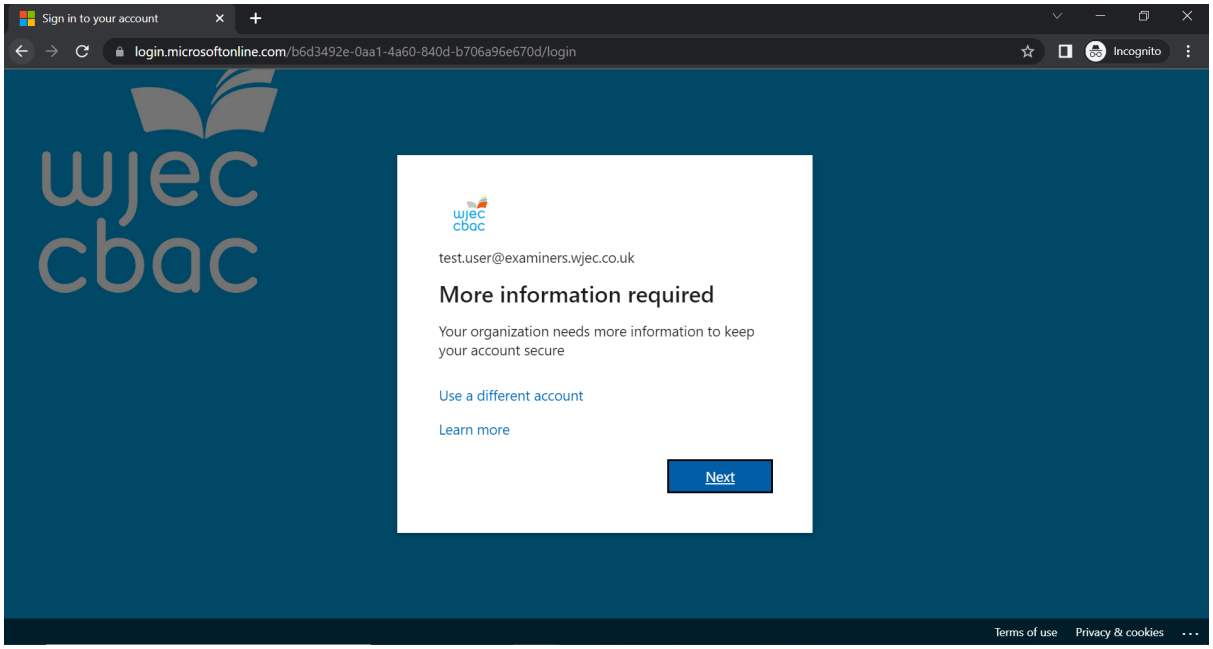


2. Password

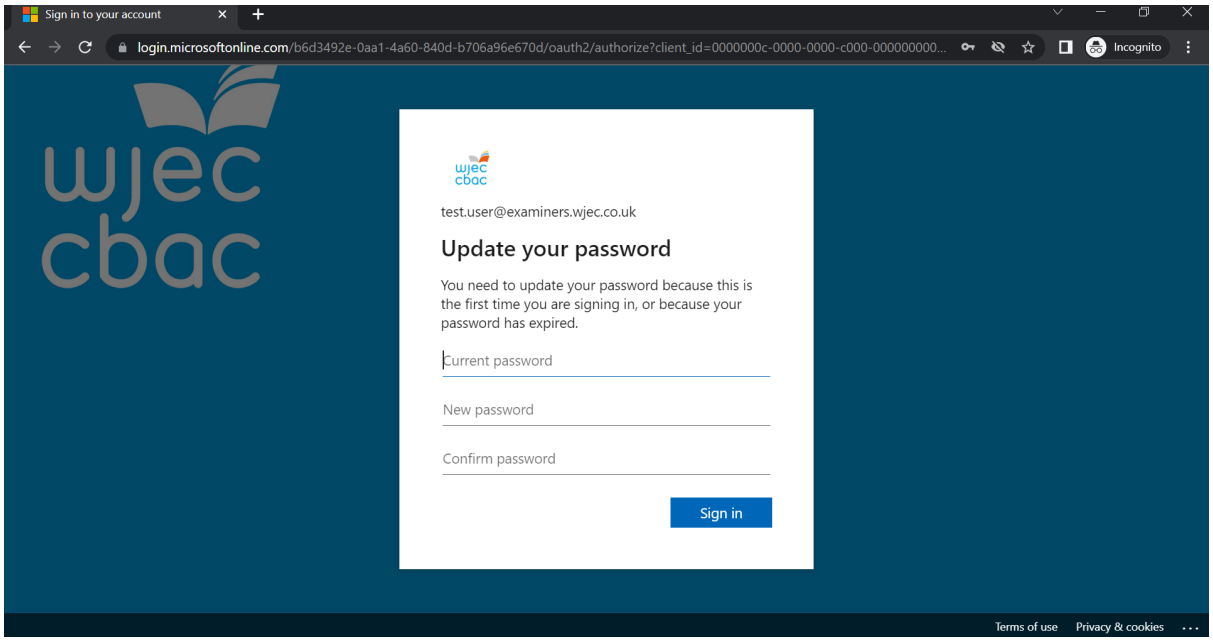
- You will then be asked for your password.
- If this is your first time examining/moderating with WJEC, and therefore is your first time accessing one of our subject SharePoint sites, then you will need to input the one-time password we provided you. You will be prompted to change this password later in the sign in process to a custom one of your own making.
- **Important: If you have used a WJEC SharePoint site previously, for example when examining or moderating with us in summer 2022, your password will be the custom one you created then.**



- You will now see the screen shown below. Click “Next” to continue



- If you are signing in to one of our WJEC SharePoint sites for the first time, using the “One-Time Password” WJEC provided to you, you will now be prompted to change it to a custom one.
- “Current Password” is the temporary one-time password
- “New Password” will be your own custom password, which will require a capital letter and a number.
- Once you have filled in each field, click “Sign In” to continue.

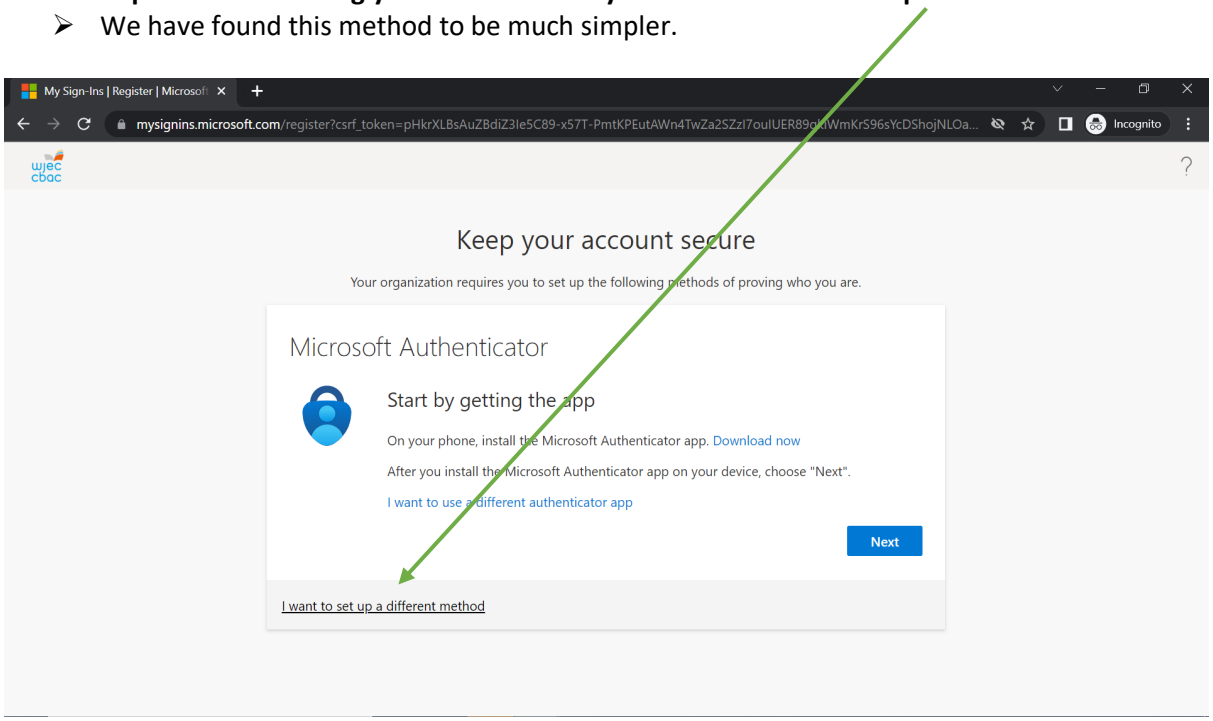


3. Multi Factor Authentication (MFA)

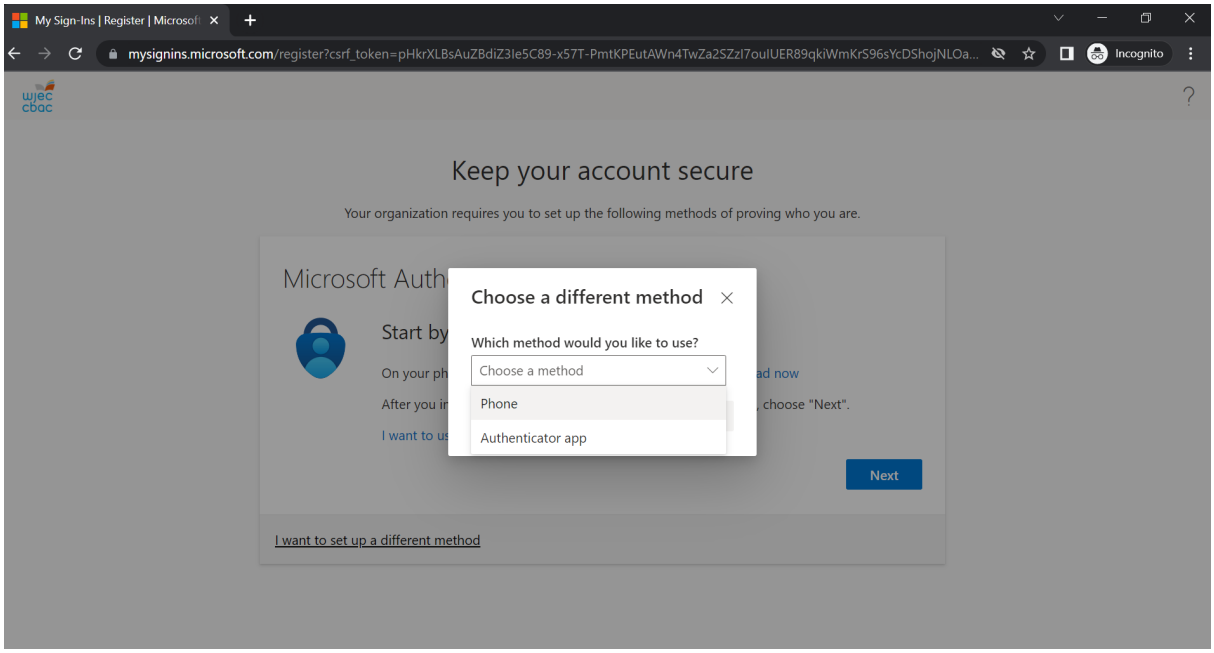
- Your username and new password have been accepted. You will now see the screen show below, where you need to set up your Multi Factor Authentication (MFA).
- If you wish to set up your MFA using the Microsoft Authenticator App, you can watch this **YouTube video** to provide a step-by-step guide.

However

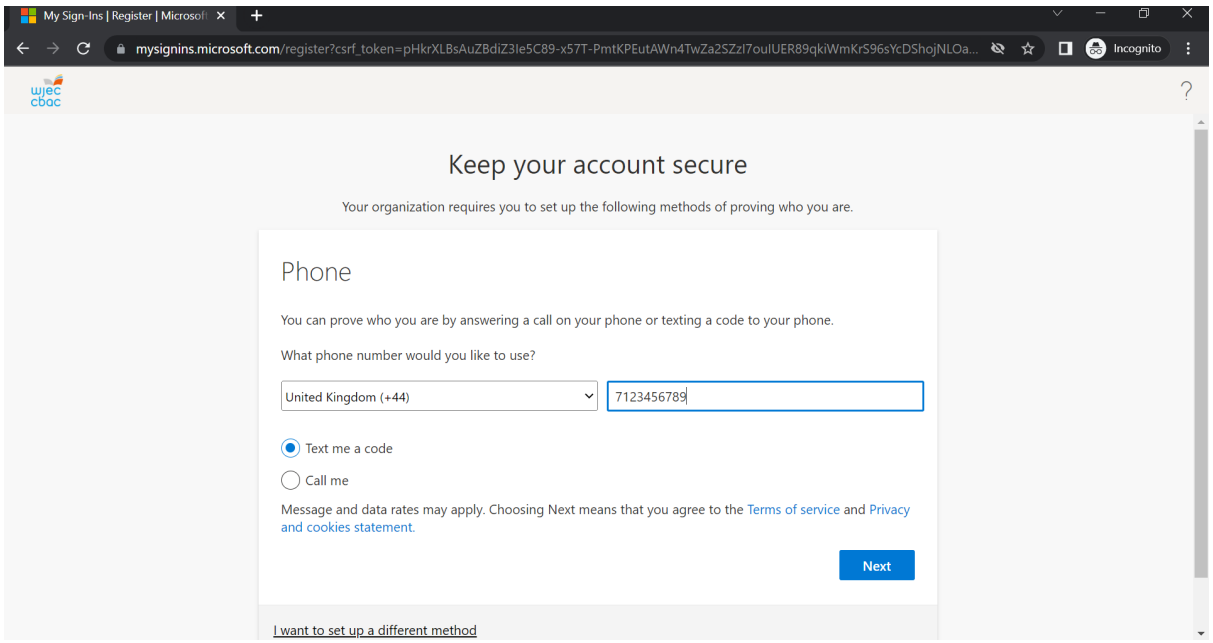
- **Important: We strongly recommend that you click "I want to set up a different method"**
- We have found this method to be much simpler.



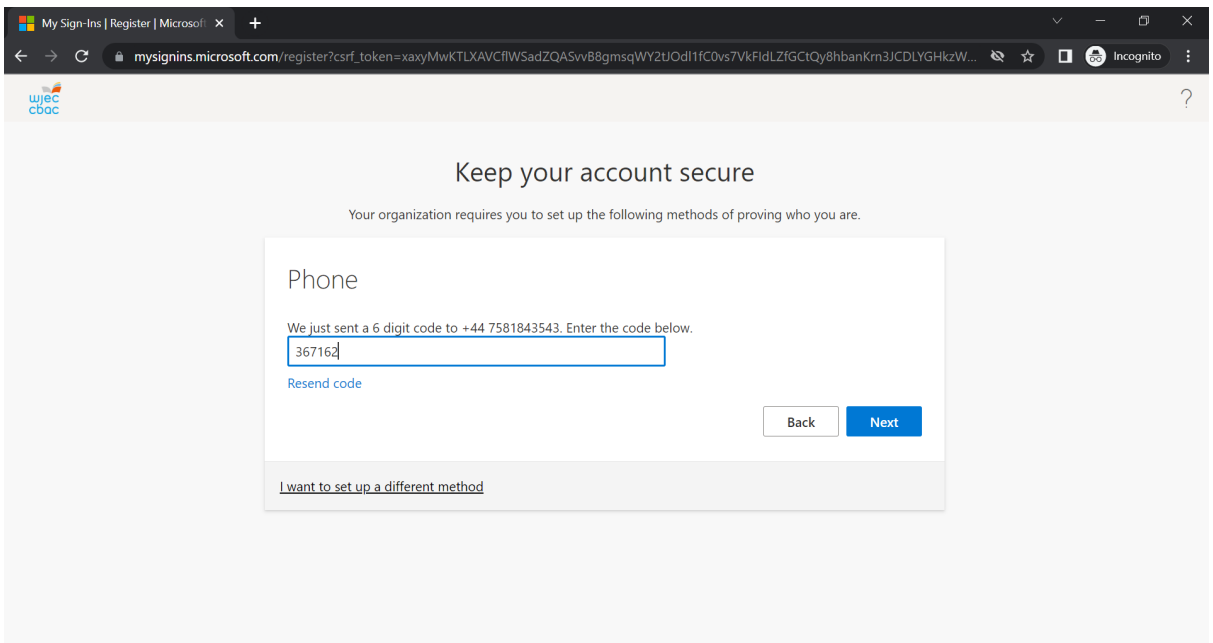
- Next you will be presented with a drop-down menu
- From the drop-down options please select "**Phone**", as shown below.
- Click "Confirm" to continue.



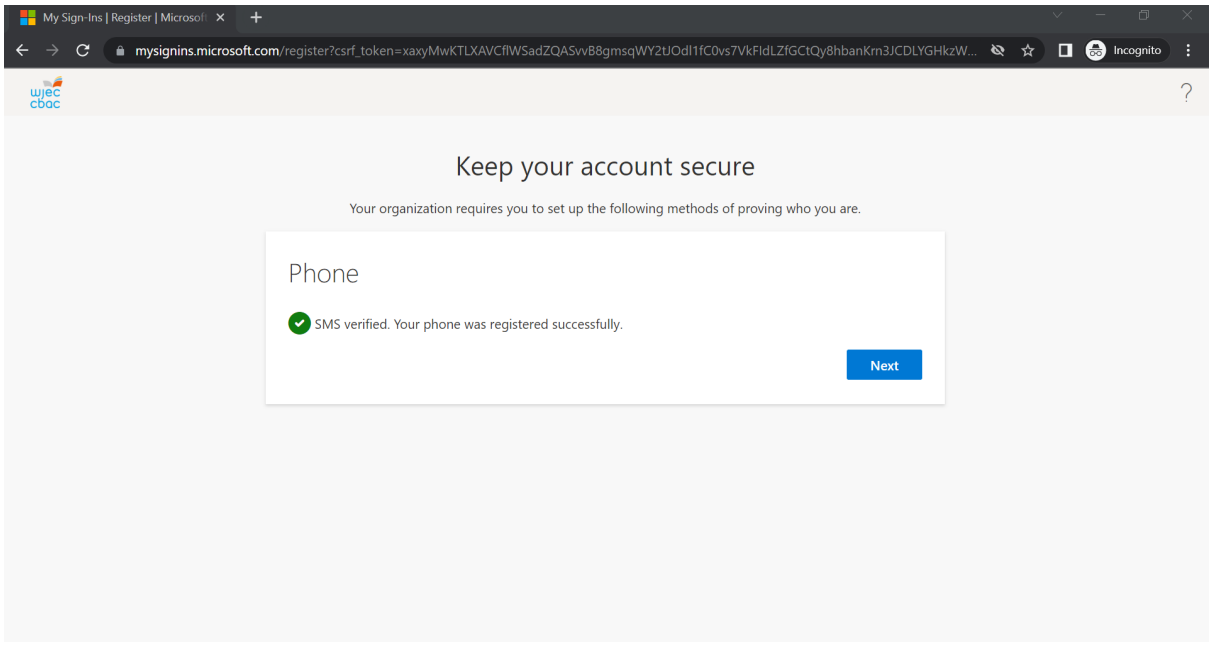
- Change the area code to United Kingdom (+44)
- Enter your mobile phone, without the ‘0’ at the start, as shown in the screenshot below
- Select “Text me a Code”
- N.B. – if you do not own a mobile phone, or have no service in your area for a text message to come through, you may input your home telephone number and select “Call Me” instead.
- Once you have completed this page, click “Next” to continue



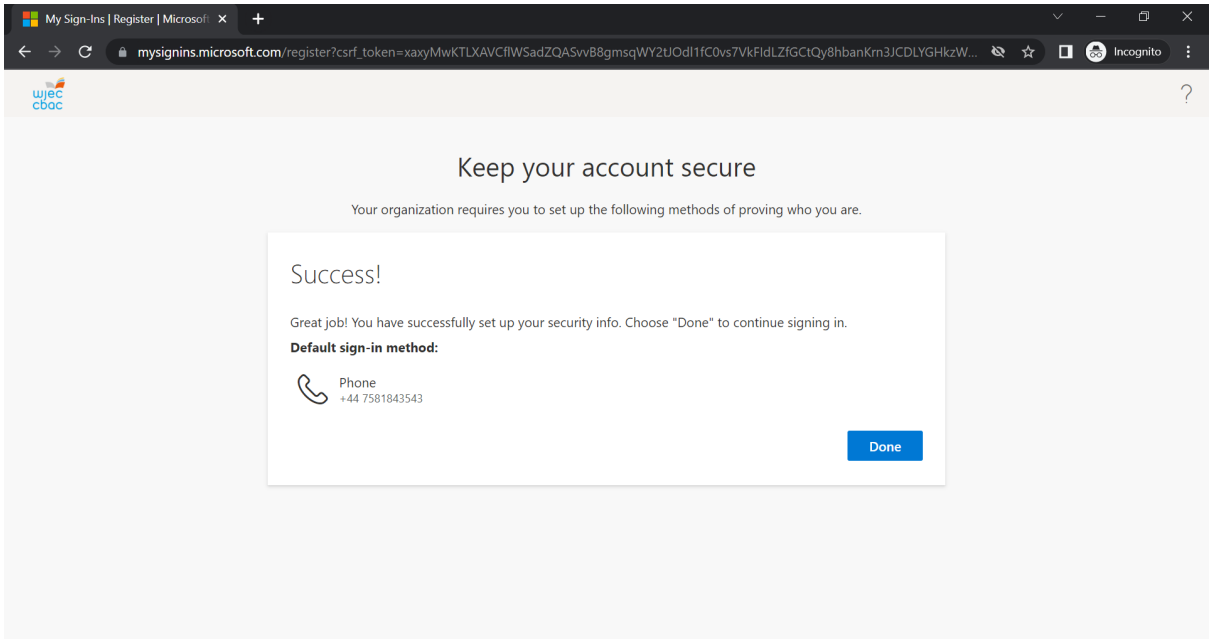
- You will now receive a text message to your mobile phone from Microsoft with a 6 digit code.
- Enter the code on screen and click “Next” to continue.



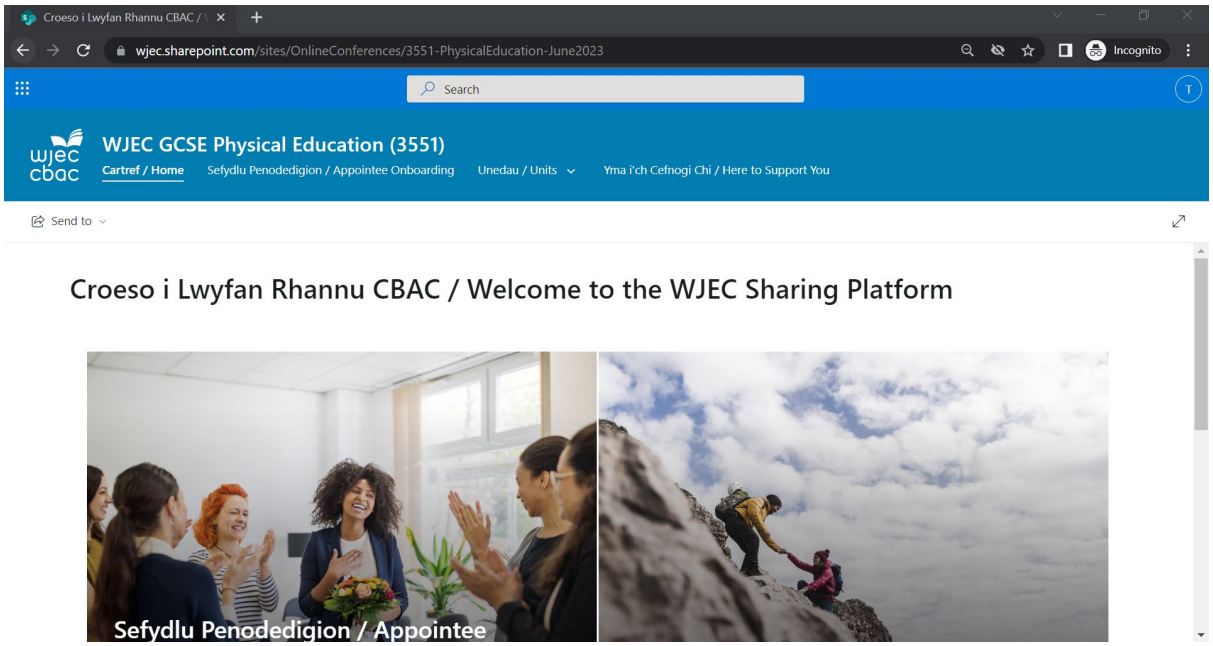
- If you have entered the correct code, you will receive the same message on screen as show below.
- Click “Next” to continue.

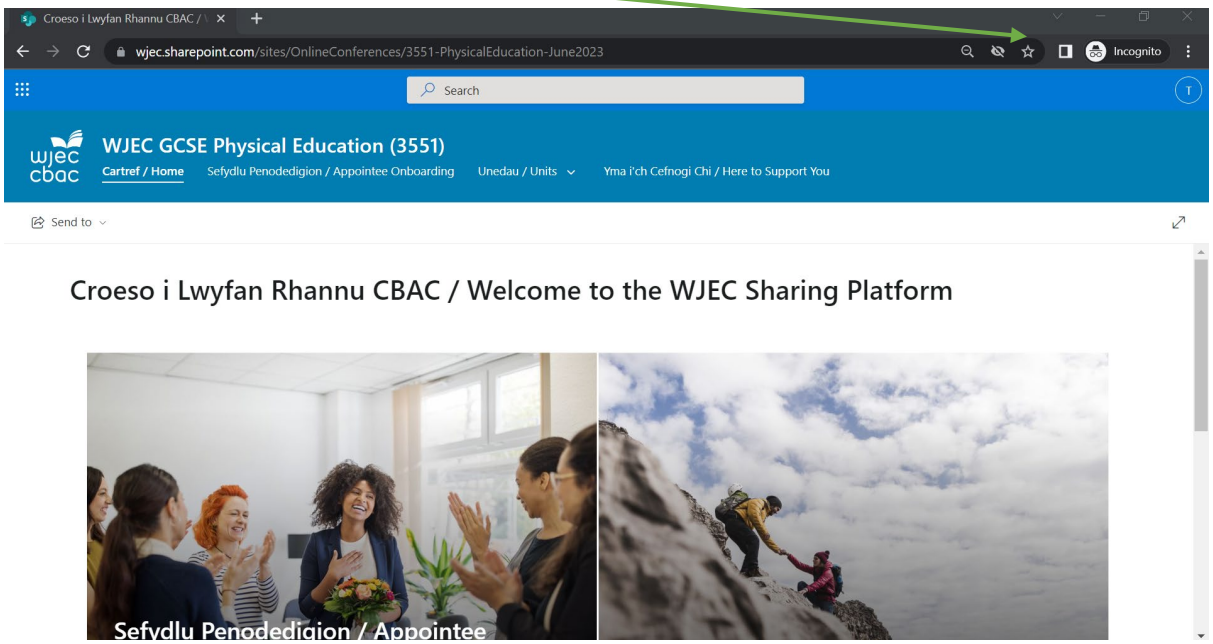


- You have now successfully set up your Multi Factor Authentication (MFA), with your phone.
- Click “Done” to continue.



- The next screen you should see will be the WJEC SharePoint site for your specific subject. It will look similar to the one shown in the screenshot below.
- WJEC qualifications will be blue in colour, Eduqas will be orange in colour.
- WJEC qualifications will be bilingual, whereas Eduqas qualifications will be in English.
- Use the tabs underneath the qualification name to navigate through the site to access the Appointee Onboarding materials, and the 'Units' tab will allow you to access subject specific materials ahead of your upcoming conference.



Finally

- You can "Bookmark" or "Add to favourites" this SharePoint site by clicking the star, in the top right-hand corner at the end of the website address.
- This will then be saved to your favourites and may save time looking for the SharePoint in future.