

Undergraduate Instructions

This set of instructions are for students after batch 26.

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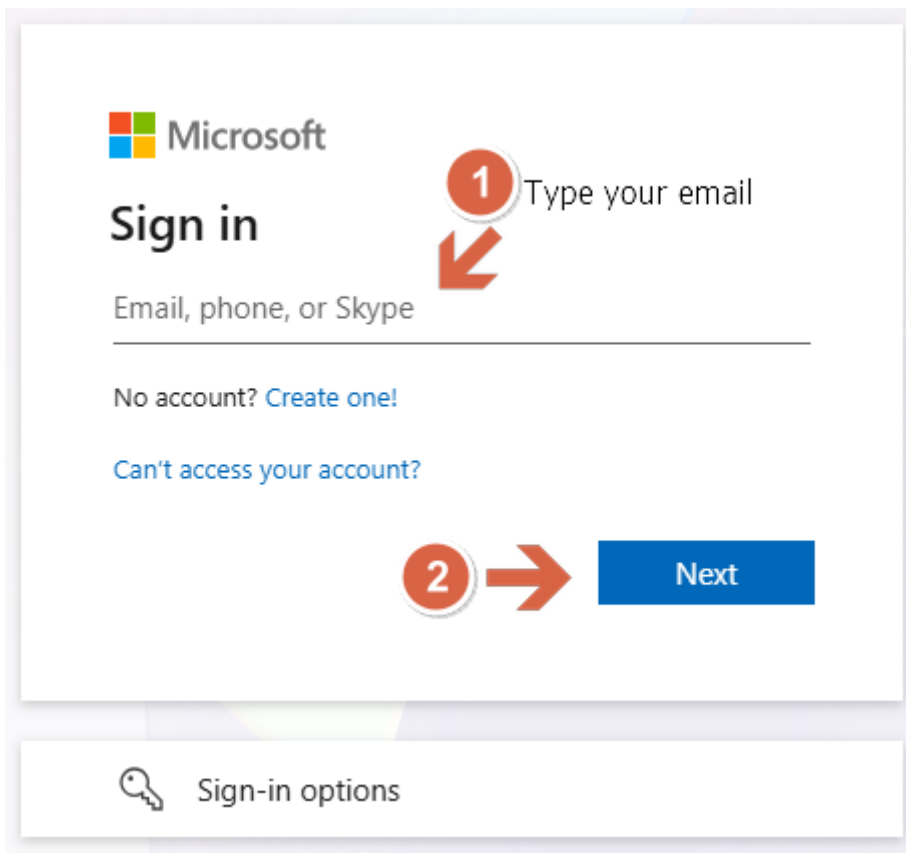
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1. Email Access

1. Email Access

How to login to your @mail.uom.ac.lk email

visit outlook.com click sign in you will be redirected to the Microsoft login page.

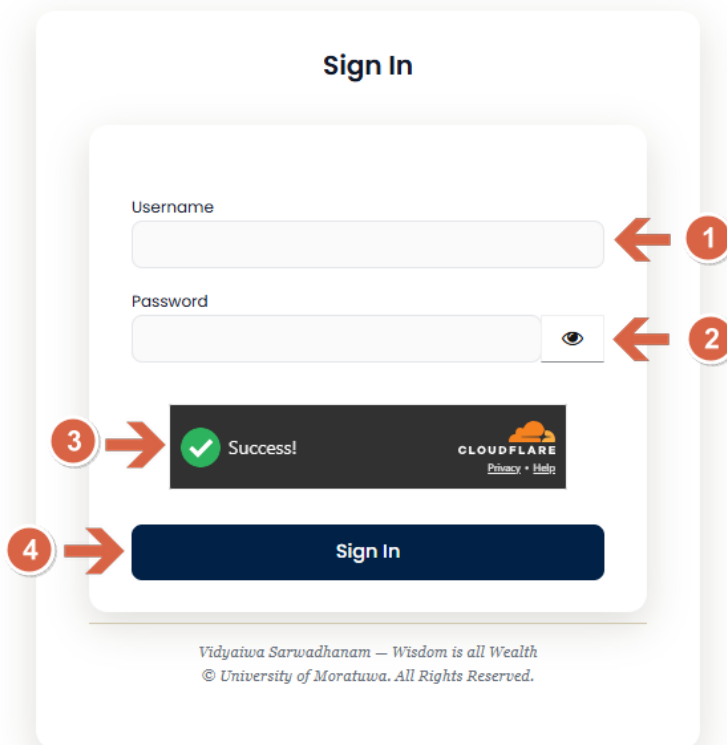


The screenshot shows the Microsoft Sign in page. At the top left is the Microsoft logo. Below it, the text 'Sign in' is displayed. Underneath 'Sign in' is a text input field with the placeholder text 'Email, phone, or Skype'. To the right of the input field, a red circle with the number '1' and a red arrow pointing down to the input field is labeled 'Type your email'. Below the input field, there are two links: 'No account? [Create one!](#)' and 'Can't access your account?'. At the bottom right, there is a blue button labeled 'Next'. To the left of the 'Next' button, a red circle with the number '2' and a red arrow pointing right to the button is shown. At the bottom left, there is a link with a key icon and the text 'Sign-in options'.

Once you click next you will be redirected to UoM ID (UoM SSO Portal)

Make sure the URL is auth.uom.ac.lk of the portal.

UNIVERSITY OF MORATUWA ACCOUNT ACCESS



The image shows a 'Sign In' form for the University of Moratuwa. It includes a 'Username' field, a 'Password' field with a visibility toggle, a 'Success!' message with a green checkmark, and a 'Sign In' button. Numbered arrows (1-4) indicate the sequence of actions: 1. Enter Username, 2. Enter Password, 3. Click the checkbox, and 4. Click Sign In.

Sign In

Username

Password

Success!

Sign In

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Provide your login credentials

1. Your username: If your email is johndoe@mail.uom.ac.lk your username will be johndoe
2. Password: Your UoM account password
3. Wait until you see the green ☐ before clicking Sign in. If not automatically visible, click the checkbox and wait until the success message appears.
4. Click Sign In. You will be redirected to the OTP page

If you are logging in for the first time read the following article first before proceeding further [CLICK HERE TO READ](#)

Open the Microsoft Authenticator App in your smart phone



Microsoft Authenticator

Microsoft Corporation

Once you open the App you will see a card named "UOM ID" tap on that

Authenticator



New way to back up your account

The way you back up your accounts is changing soon

[Learn More](#)[Dismiss](#)

Microsoft
msn@msn.com



University of Minnesota
paul@umn.edu



Angie's
angie@angie.com



Microsoft Design Studio
paul@msn.com



UOM ID
uom@uom.com

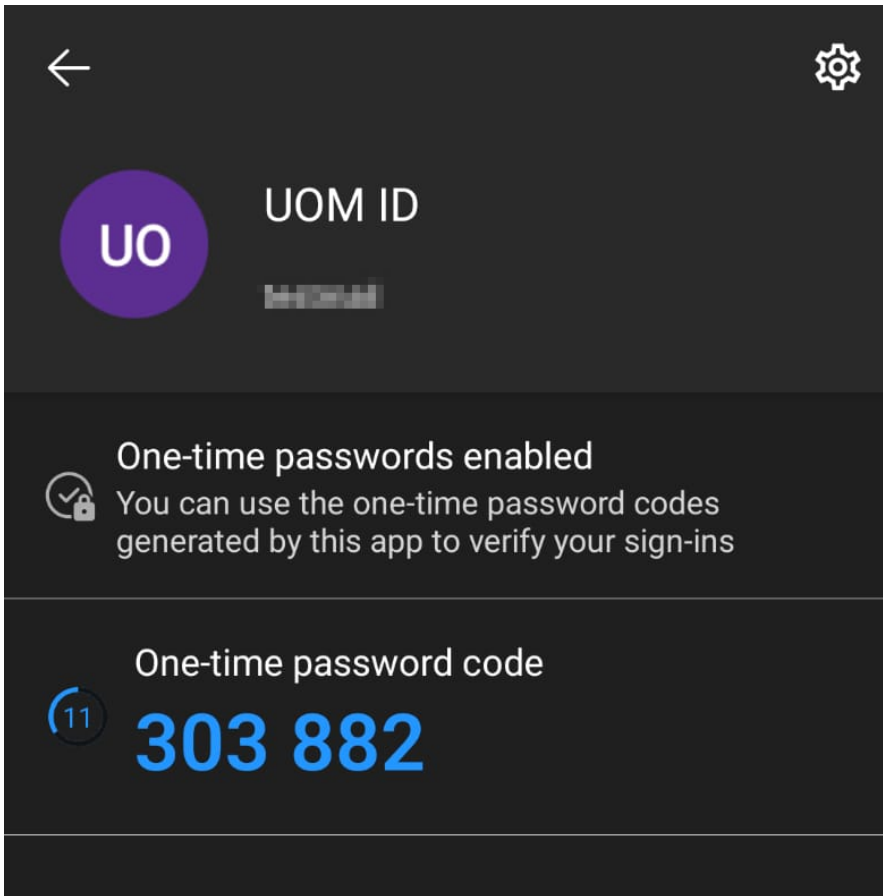


Authenticator



Verified IDs

Now you will see the one-time code here

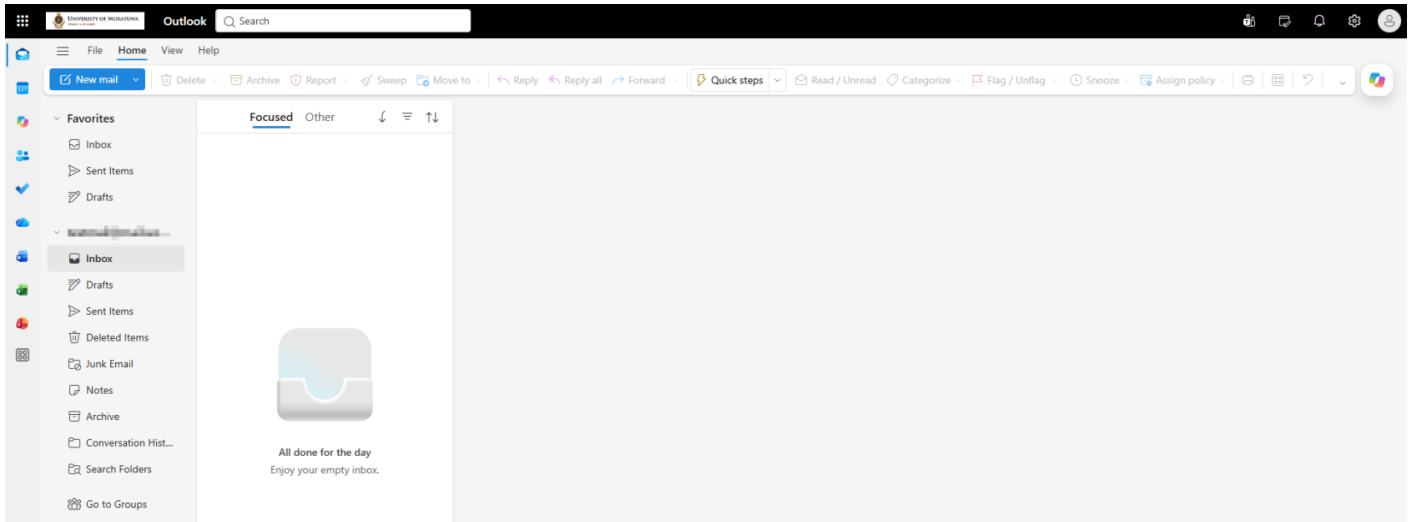


UNIVERSITY OF MORATUWA ACCOUNT ACCESS

A screenshot of the UOM ID login screen. At the top, there is a blurred header and a share icon. The main form area is white and contains a label 'One-time code' above a text input field. A red arrow points from a red circle with the number '1' to the input field. Below the input field is a dark blue button labeled 'Sign In', with a red circle containing the number '2' next to it. At the bottom of the screen, there is a footer with the text: 'Vidyaiwa Sarwadhanam — Wisdom is all Wealth' and '© University of Moratuwa. All Rights Reserved.'

Enter the onetime code that shows in the MS Authenticator app (1) and then click Sign In (2)
(Note: the code will change every 30 seconds) After a successful login you can access your

mail.



2.First Login

Setting up OTP for the first time

According to the University of Moratuwa IT security policy all users are required to have multi factor authentication. Therefore you need to follow the instructions below.

How to download the Microsoft Authenticator App

Open PlayStore on Android or Appstore in Apple search for Microsoft Authenticator and install it



Microsoft
Authenticator
Microsoft Corporation

If you are logging in for the first time MFA registration page will open

UNIVERSITY OF MORATUWA ACCOUNT ACCESS

Mobile Authenticator Setup

 You need to set up Mobile Authenticator to activate your account.

1. Install one of the following applications on your mobile:

Microsoft Authenticator
FreeOTP
Google Authenticator

2. Open the application and scan the barcode:



2

Unable to scan?

3. Enter the one-time code provided by the application and click Submit to finish the setup.

Provide a Device Name to help you manage your OTP devices.

One-time code

3

Device Name

1

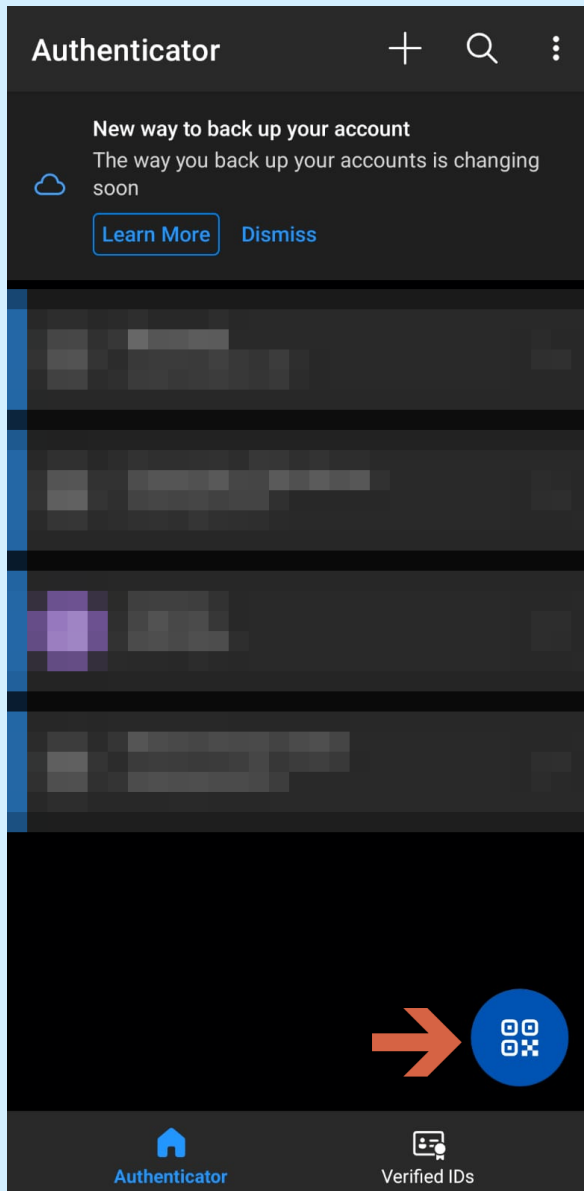
☐ Sign out from other devices

Submit

1. Enter a name for the device.
2. Scan the QR code via the authenticator app.

3. Enter the one-time code.

Here's how to scan the code and find the one time code for the first time



Tap the QR icon on the app scan the QR code in the Mobile Authenticator Setup (MFA registration page) and you are done. Your Authenticator app should show your new one-time code under "UOM ID" tap to see the code.

Authenticator



New way to back up your account

The way you back up your accounts is changing soon



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UOM ID




Authenticator


Verified IDs