Logging Into MyPortal

1. In your web browser, visit myportal.rts.edu



2. In the top right corner of the page, click the *Login* button.



3. When prompted, enter your RTS-issued email address.



4. Enter the password provided with your email address.



5. When you see the following popup, click next.



6. As your RTS account requires two-factor authentication (2FA), you will be prompted to link your account to the Microsoft Authenticator app. You can also choose to use a different authenticator app, a personal email address, or a phone number for verification by selecting *I want to set up a different method*.

Yo	ur organization requires you to set up	the following methods of proving who	o you are.
licros	oft Authenticator	Use the Microsoft Au	thenticator
	Start by getting the app	р 🖌	
	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		
	Ol anot	R choose ther method	Next
ant to set u	p a different method		Skip setup

- a. If using the Microsoft Authenticator app, click next and follow the prompts.
- b. If using another 2FA method, click the link and follow the on-screen instructions.
- 7. After completing 2FA setup, you will receive the following message. Upon selecting yes or no, you'll be taken to your MyPortal homepage.

