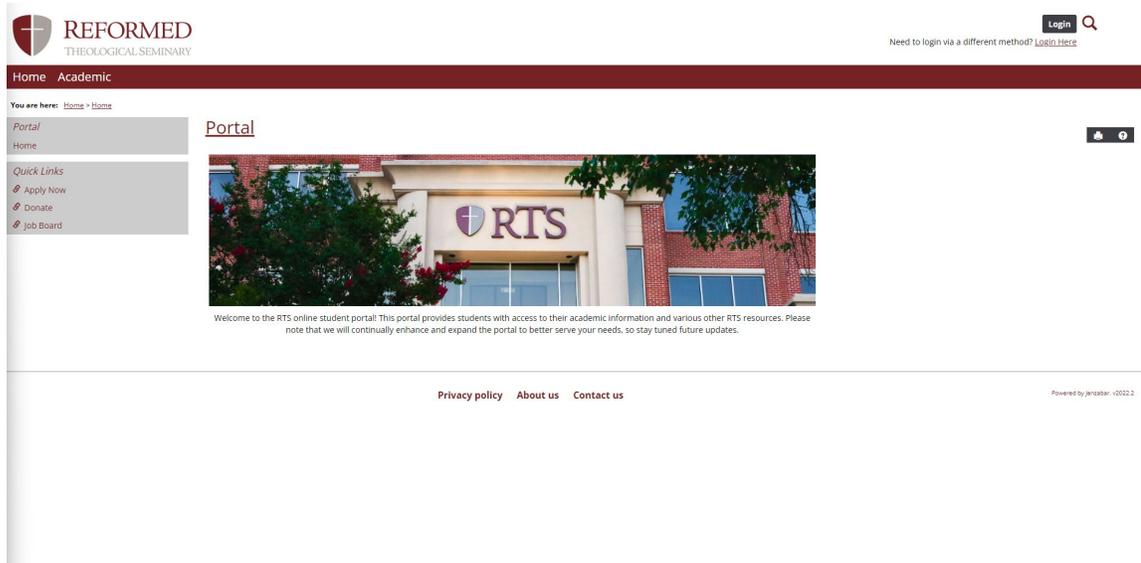
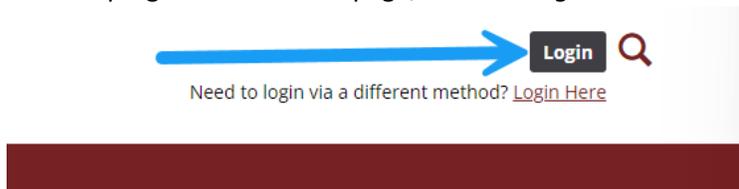


# Logging Into MyPortal

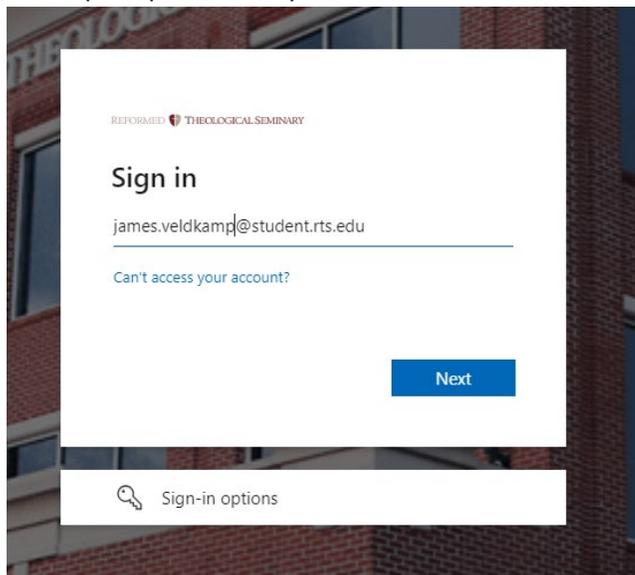
1. In your web browser, visit [myportal.rts.edu](https://myportal.rts.edu)



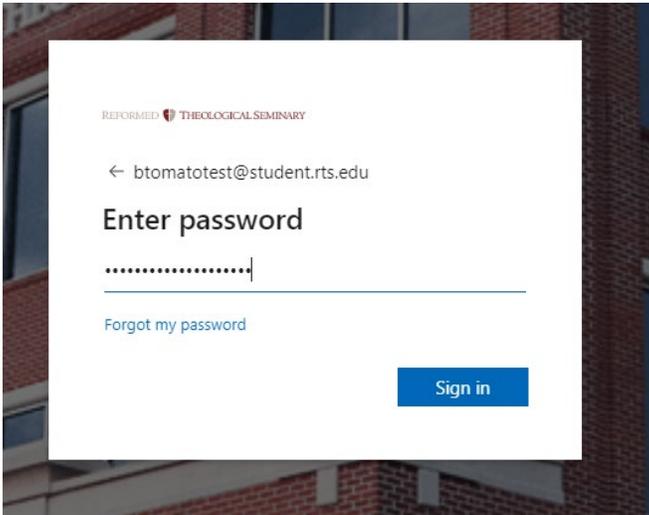
2. In the top right corner of the page, click the *Login* button.



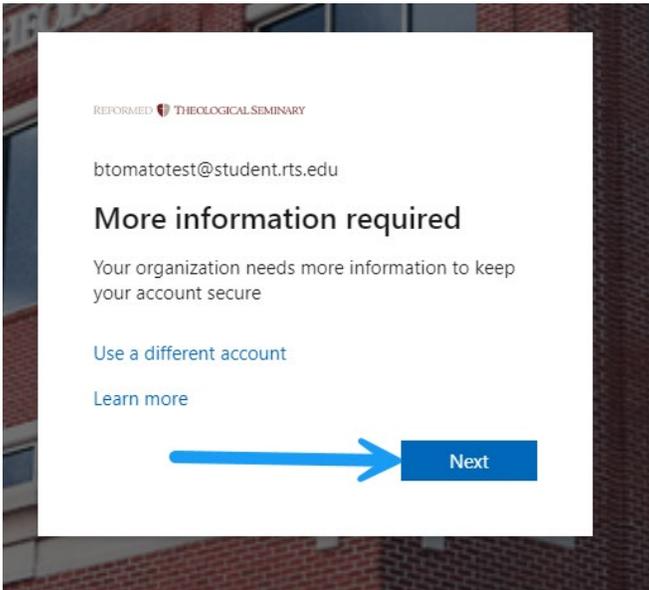
3. When prompted, enter your RTS-issued email address.



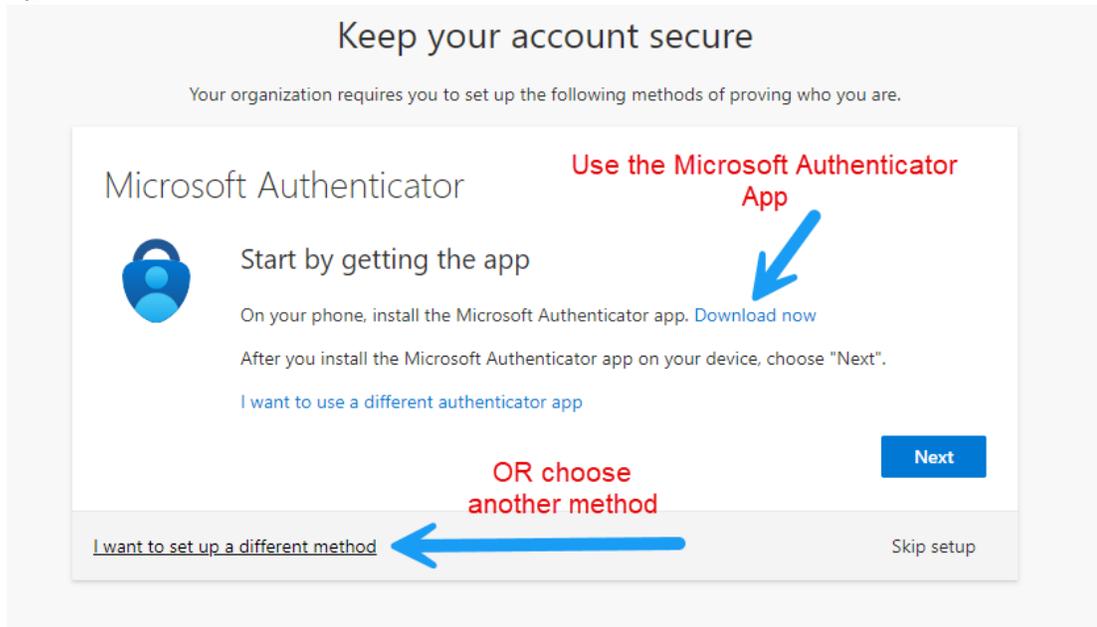
4. Enter the password provided with your email address.



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*.



- 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.

