



# Creating an account for West Midlands Placement Portal (WMPP).

I need to access the West Midlands Placement Portal.

## Accessing WMPP

When you are set up with an account for WMPP, you receive an email giving you your username and a temporary password.

1. Click the **Login** button.
2. Click **Sign in** and then the **Sign in** button.
3. Enter your email address.
4. Enter the password that is in the email.
5. Click the **Sign in** button.

You go to the **Change Password** window.

### West Midlands Placement Portal Account Created

An account has been created for you on the West Midlands placement portal.

Please login using this username and temporary password in the next 7 days:

Username: leaf.brown@sunshinehomes.com  
Password: Y8lGe%ySckUC

Login

## Creating your password

You must change your password before you can sign in.

6. Enter a password.
7. Enter the same password again.
8. Click the **Send** button.



**Note:** You only do this the first time you sign in to your account.



Next time you sign in, use the training guide:

- Signing in to West Midlands Placement Portal.

## Setting up multi-factor authentication (MFA)

You must authenticate your identity before you can sign in to WMPP.

9. Follow the instructions to set up MFA.
  - Download an authenticator app, if you do not already have one.
  - Use the app to scan the QR code.
10. Enter the code from the app.
11. Enter the name of your device.

This is how WMPP refers to your device in the future.
12. Click the **Sign in** button.

Your account is created.



**Note:** You only do this the first time you sign in.



**Tip:** Visit [gov.uk](https://gov.uk) to see more information on [How to use an authenticator app](#).

### Set up authenticator app MFA

- 1  Install an authenticator app on your mobile device.
- 2  Scan this QR code with your authenticator app. Alternatively, you can manually enter a secret key in your authenticator app.  
[Show secret key](#)
- 3 Enter a code from your authenticator app  
  
Enter a friendly device name - optional