









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

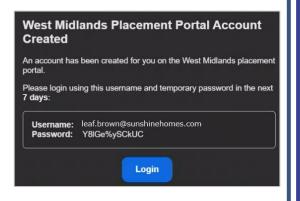
I need to access the West Midlands Placement Portal.

Accessing WMPP

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

- Click the **Login** button. 1.
- Click **Sign in** and then the **Sign in** button.
- Enter your email address.
- Enter the password that is in the email.
- Click the **Sign in** button.

You go to the Change Password window.



Creating your password

You must change your password before you can sign in.

- Enter a password. 6.
- Enter the same password again.
- 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.

- 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 to see more information on How to use an authenticator app.