



Signing in with Microsoft

Wise Timetable — staff sign in with the Microsoft 365 account their institution already gave them



Contents

Signing in with Microsoft4

 Before you start.....4

 Step by step: the complete first sign-in.....5

 Every sign-in after the first..... 13

 Your password lives at Microsoft..... 13

 Signing out..... 13

 If something goes wrong..... 13

 For the timetable office and IT 14

Signing in with Microsoft

Staff sign in with the Microsoft 365 account their institution already gave them

Signing in with Microsoft

Where your school has switched it on, you sign in to Wise Timetable with the same Microsoft 365 account you already use for Outlook, Teams and the rest of your institution's Microsoft services. That works on the web timetable, where lecturers book rooms, and in the administration application, where the timetable office works. There is no separate Wise Timetable password to remember, and Wise Timetable never sees your Microsoft password.

This guide follows one complete sign-in from the first screen to the last, with a picture of every step.

If you already use your Microsoft account, most of this guide does not apply to you. Steps 4 to 10 below are Microsoft's own first-time set-up for a new account: replacing a temporary password and registering the Microsoft Authenticator app on your phone. Microsoft asks for them once in the life of an account, not once per application. If you already sign in to Outlook or Teams with this account, you have been through them before and will not see them again. For you, signing in to Wise Timetable is steps 1, 2, 3 and 11 and the usual approval on your phone. If your browser is already signed in to Microsoft, it can be even shorter: see *Every sign-in after the first*.

Before you start

You need	Why
Your school has switched Microsoft sign-in on	Until it has, the Sign in with Microsoft button is not on the sign-in page at all
A work or school account from your own institution	Personal Microsoft accounts (outlook.com, hotmail.com, live.com) are refused, and so are guest accounts invited in from another organisation
The same address on your lecturer record	Wise Timetable recognises you by the address you sign in to Microsoft with. It has to be the e-mail address on your lecturer record. If it is not, the timetable office can correct it in a minute
Your phone, the first time	Most institutions ask a new account to register the Microsoft Authenticator app (steps 5 to 10)

Step by step: the complete first sign-in

1. Press *Sign in with Microsoft*

wise timetable temp

Log in

Sign in with Microsoft

Or sign in with a username and password:

Username

Password

Log in

Room booking is for staff accounts.

Use this code in the mobile apps: temp

GET IT ON Google Play

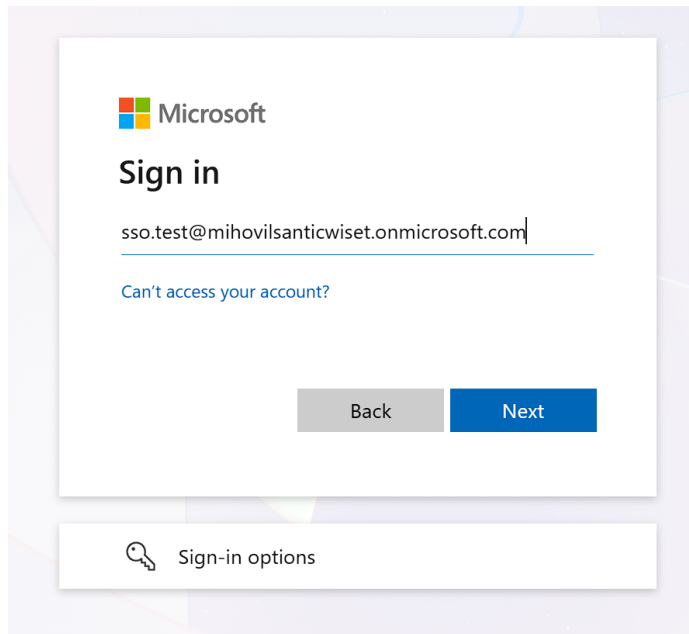
Download on the App Store

The Wise Timetable sign-in page. The Microsoft button comes first; the username and password form under it is for accounts that have a password.

On the web timetable, **Log in** at the top right opens this page. The administration application opens on it directly. Press **Sign in with Microsoft**.

The username and password form under the button stays for accounts that still use one. At a school that signs in with Microsoft only, the form is folded away under *Sign in with a username and password instead*, and lecturer passwords are not accepted there.

2. Your address

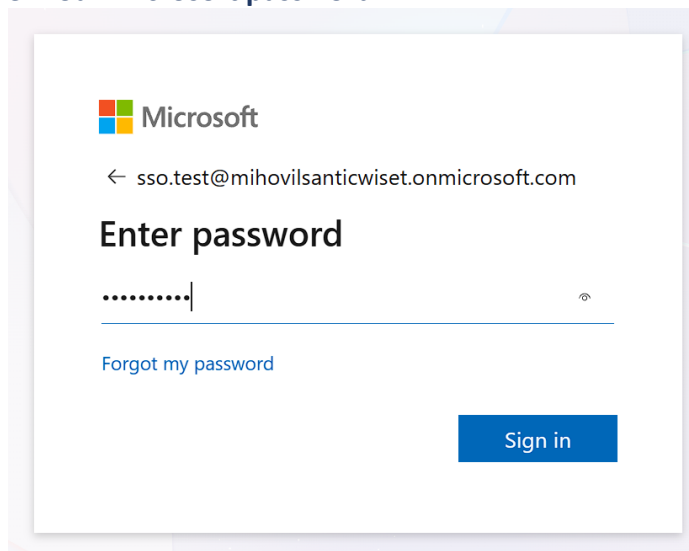


Microsoft's own page: type the address you sign in to Microsoft with.

From here until step 11 you are on Microsoft's pages, not ours. Type the address you sign in to Microsoft with, which is usually your institution e-mail address, and press **Next**.

If this browser already knows one or more Microsoft accounts, Microsoft shows a list instead (*Pick an account*). Choose your school account, or *Use another account* if it is not there.

3. Your Microsoft password



The password of your Microsoft account, typed on Microsoft's page.

Type the password of your Microsoft account and press **Sign in**. You type it on Microsoft's page, and Microsoft only tells Wise Timetable who you are. The password itself never reaches us.

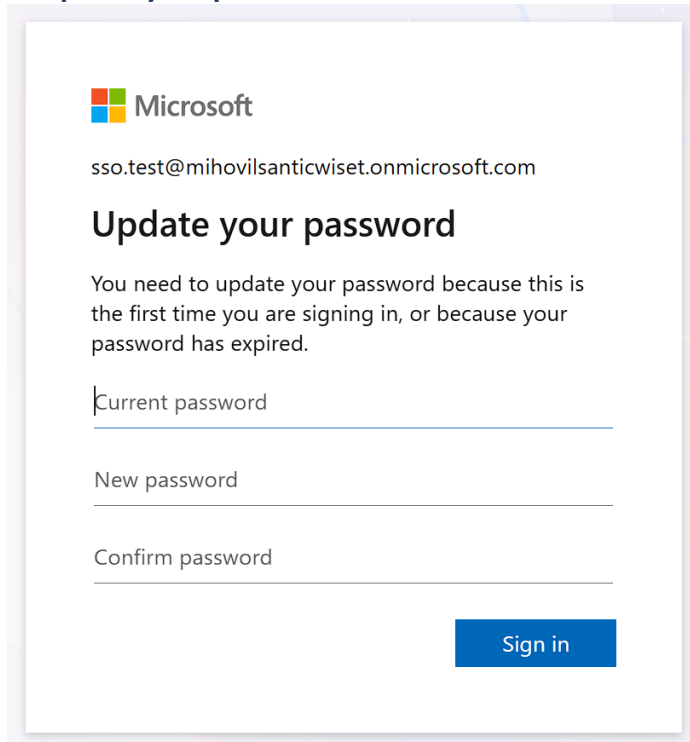
Forgot my password on this page belongs to Microsoft and to your institution's IT department. The timetable office cannot reset a Microsoft password, and neither can we.

First time only: steps 4 to 10

The next seven screens are Microsoft's set-up for a new account. **If you have been through them before, you will not see them. Go straight to step 11.**

Which of them you see, and in what form, is decided by your institution's Microsoft 365 policy rather than by Wise Timetable. Some institutions send a text message instead of using the app, and some ask for nothing more at all. Whatever they show, answer them. They are the same screens you would meet signing in to Outlook for the first time.

4. Update your password



Microsoft

sso.test@mihovilsanticwiset.onmicrosoft.com

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

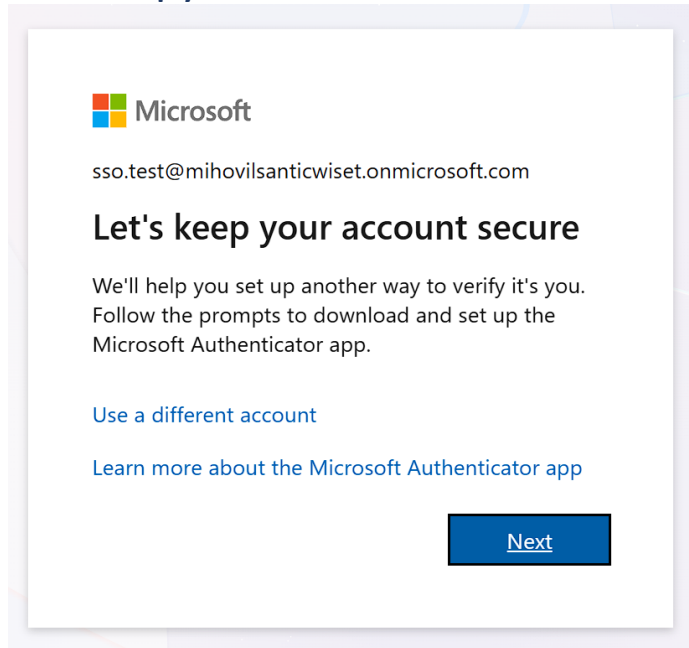
Sign in

A new account starts with a temporary password, and Microsoft asks you to replace it.

A new account usually starts with a temporary password from your IT department. Type it as the **Current password**, choose your own **New password**, type it again under **Confirm password**, and press **Sign in**.

From now on this is your Microsoft password for everything, Outlook and Teams included, not only for Wise Timetable.

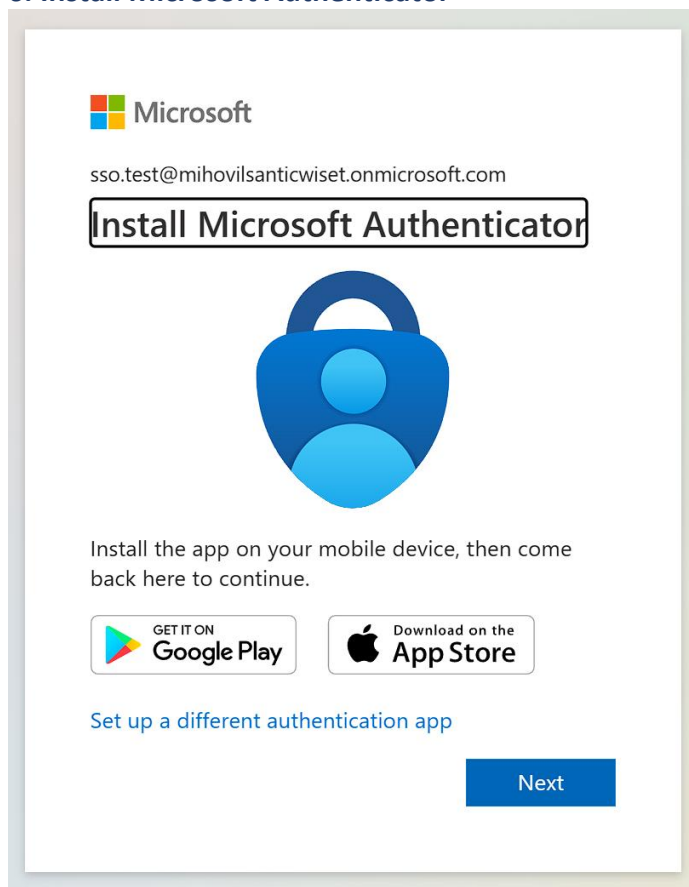
5. Let's keep your account secure



Your institution asks for a second way to prove it is you.

Your institution wants a second proof that it is you besides the password (multi-factor authentication). Microsoft walks you through setting it up. Press **Next**.

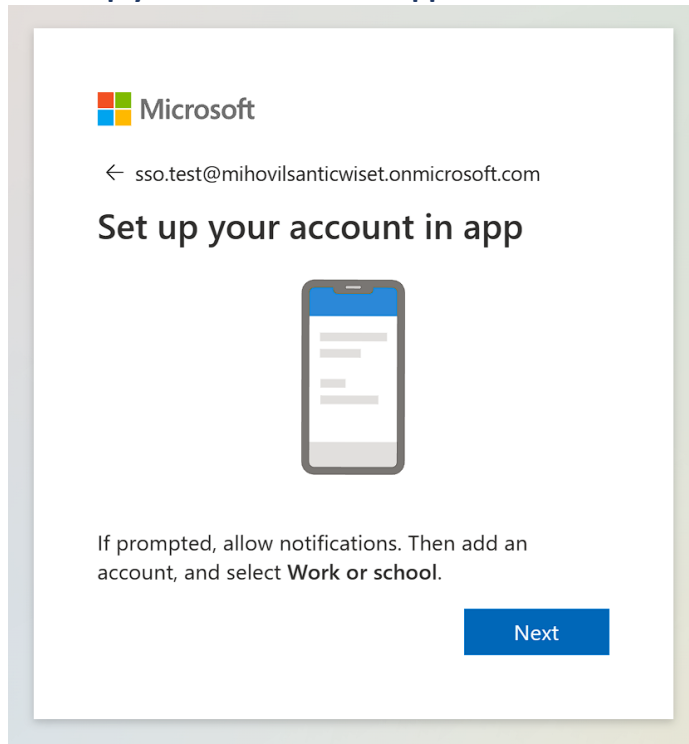
6. Install Microsoft Authenticator



Install the free Microsoft Authenticator app on your phone.

On your phone, install **Microsoft Authenticator** from Google Play or the App Store. It is free. When it is installed, press **Next** on the computer.

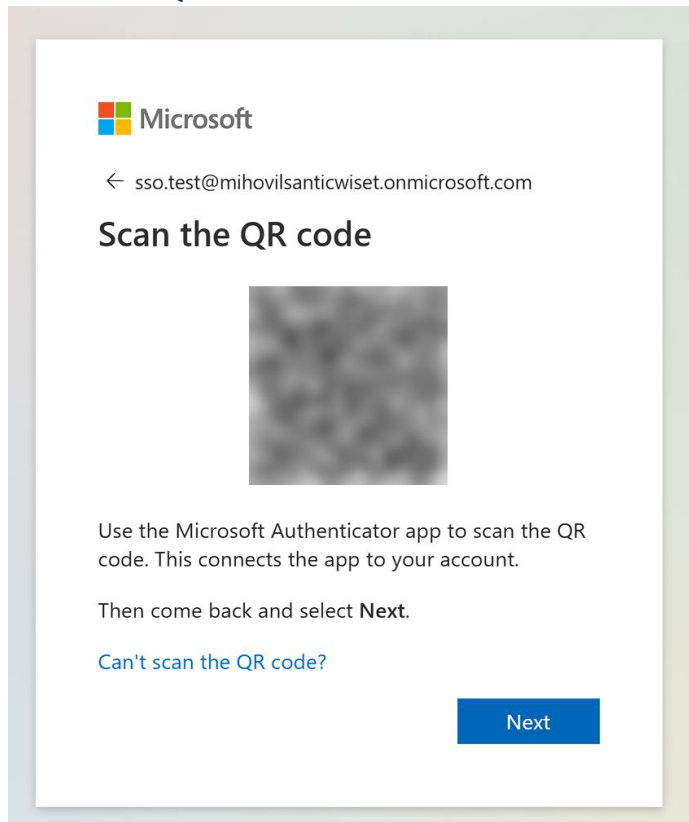
7. Set up your account in the app



*Add an account in the app, and choose **Work or school**.*

Open the app on the phone. If it asks whether it may send notifications, allow it: that is how sign-in requests will reach you. Then add an account, choose **Work or school**, and press **Next** on the computer.

8. Scan the QR code

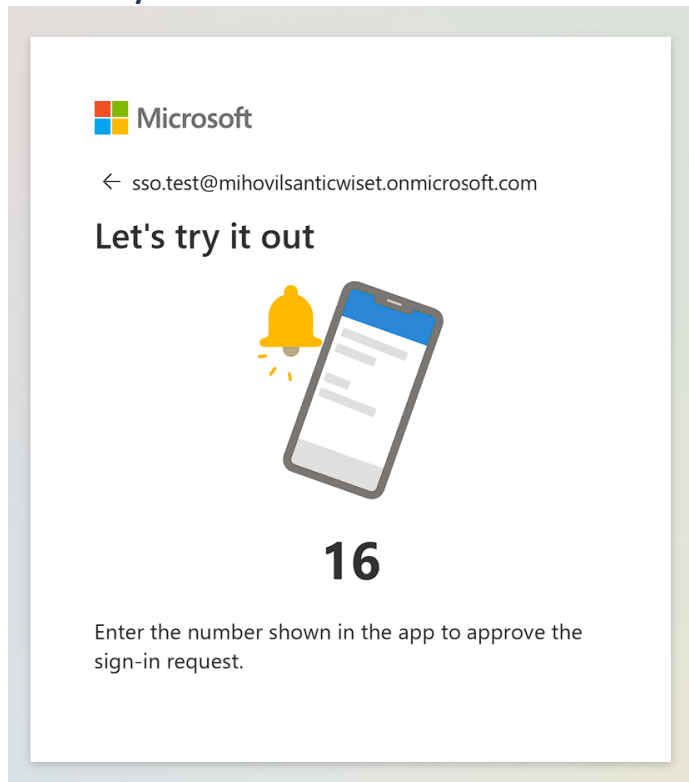


Scan the code with the Authenticator app. (The code in this picture is blurred on purpose; yours will not be.)

The app offers to scan a QR code. Point the phone at the code on the computer screen, and the app adds your account. Then press **Next** on the computer.

If the phone cannot scan it, *Can't scan the QR code?* gives you a code to type into the app instead.

9. Let's try it out

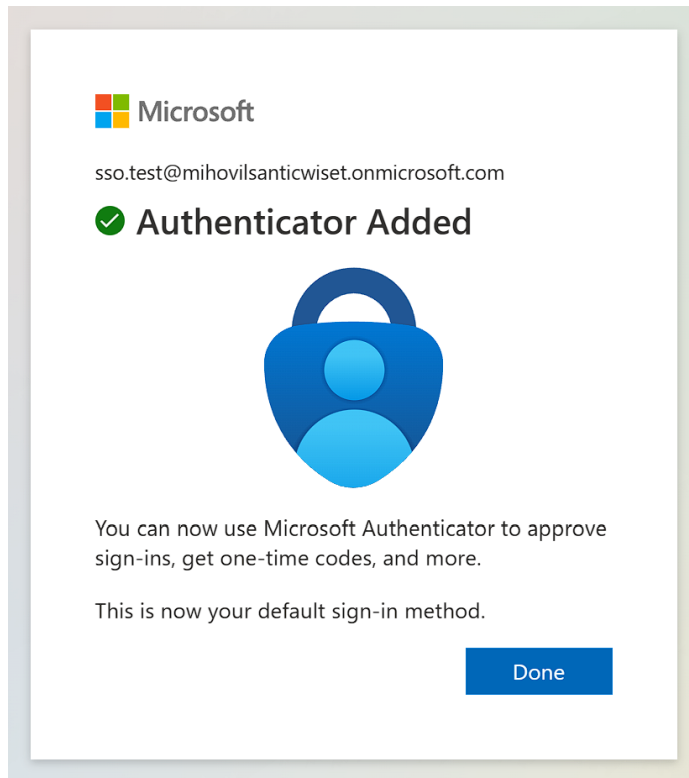


Microsoft sends a test request to your phone. Type the number from the screen into the app.

Microsoft sends a test sign-in request to your phone. The computer shows a number. Type that number into the app to approve the request.

This is how every later sign-in will be approved too: a number on the screen, typed into the phone. It proves that the person at the computer and the person holding the phone are the same person.

10. Authenticator added



The app is registered and is now your default way of confirming a sign-in.

The app is registered. Press **Done**. That is the end of Microsoft's first-time set-up, and you will not see it again.

11. You are signed in

The screenshot shows the "wise timetable" web application. At the top, there's a navigation bar with the logo, a "temp" button, navigation arrows, the date "24/09/2026", "Week 52", and a "Booking" button. Below the navigation bar are filter buttons for "Programme...", "Year...", and "Branch...". There are also buttons for "Groups", "Subjects", "Lecturers", and "Rooms", each with a search icon and a "+" button. A "Link to this view" button and a "Clear the filter" button are also present. The main content area shows a message "Nothing this week" above a timetable grid. The grid has columns for days of the week: MON 21. 9., TUE 22. 9., WED 23. 9., THU 24. 9. (highlighted), and FRI 25. 9. The rows represent time slots: 07:00, 07:30, 08:00, and 08:30.

Back in Wise Timetable and signed in. Your name is on the button at the top right, and the timetable opens on your own week. (The lecturer's name is blurred in this picture.)

Microsoft sends you back to Wise Timetable, signed in. Your name is on the button at the top right. Unless you were on your way somewhere in particular, the timetable opens on your own week, with your name in the **Lecturers** filter.

From here everything works exactly as it does after a password sign-in: **Booking**, your reports, and, for the timetable office, the administration screens. Signing in with Microsoft gives you the same rights your lecturer record gives you, no more and no fewer.

Every sign-in after the first

1. **Log in**, then **Sign in with Microsoft**.
2. Pick your account, or type your address and password if Microsoft asks for them.
3. Approve on your phone by typing the number shown on the screen.

If your browser is still signed in to Microsoft (because you use Outlook or Teams in it, for example), step 2 is one click on your account, and Microsoft may not ask for the phone at all. How often Microsoft asks again is your institution's setting, not ours.

Your password lives at Microsoft

When you signed in with Microsoft, the **Account** screen (in the menu under your name) has no *Change password* form. It says instead that your password belongs to your Microsoft account. There is nothing to change in Wise Timetable: change your Microsoft password wherever your institution tells you to (often <https://myaccount.microsoft.com>), or ask your IT help desk.

The rest of the Account screen is unchanged. That includes the language your weekly timetable letter is written in.

Signing out

Log out in the menu under your name ends your Wise Timetable session. **It does not sign you out of Microsoft**. On your own computer that is convenient, because next time is one click. On a shared computer, in a classroom or a library, also sign out of your Microsoft account (for example at office.com: your picture, then *Sign out*) or close every window of the browser. Otherwise the next person who presses *Sign in with Microsoft* on that computer may find your account already on the list.

If something goes wrong

Wise Timetable shows one of these sentences on the sign-in page.

The page says

The Microsoft sign-in was cancelled.

That Microsoft sign-in had expired or was already used. Please start again.

What it means, and what to do

You pressed *Back* or closed the Microsoft page. Start again

The sign-in took longer than ten minutes, or the page was reloaded or opened twice. Start again from **Sign in with Microsoft**

The page says	What it means, and what to do
<i>You are signed in to Microsoft as ..., but no lecturer at this school has that e-mail address.</i>	Your lecturer record carries a different address, or none. Ask the timetable office to put the address shown in the message on your record
<i>That Microsoft account does not belong to this school.</i>	You signed in with an account from another institution. Sign out of Microsoft, or choose <i>Use another account</i> , and use your school account
<i>That is a personal Microsoft account.</i>	An outlook.com, hotmail.com or live.com account cannot be used. Use the account your school gave you
<i>That is a guest account in the school's directory.</i>	You were invited into the school's Microsoft 365 from another organisation. Wise Timetable accepts only accounts the school itself issued
<i>Your school's Microsoft 365 administrator has not yet approved Wise Timetable.</i>	Nothing is wrong with your account. The school's IT department has to approve Wise Timetable once for the whole institution. Pass the message on to them
<i>This school signs in with Microsoft - use the Microsoft button.</i>	You tried a lecturer password at a school that uses Microsoft only. Use the button instead
<i>Signing in with Microsoft is not switched on at this school.</i>	Microsoft sign-in has been switched off since the page was opened. Use your username and password, or ask the timetable office
<i>Signing in with Microsoft did not work. Please try again.</i>	Anything else. Try once more. If it happens again, tell the timetable office the time it happened: the reason is written in the server's log

Problems on Microsoft's own pages, such as a forgotten password, a lost phone or an Authenticator that no longer shows requests, belong to your institution's IT help desk. They manage your Microsoft account, and they can reset the phone registration.

For the timetable office and IT

Switching Microsoft sign-in on for a school takes one approval by the school's Microsoft 365 administrator and two settings on the school's own website. The companion guide, *Setting up Microsoft sign-in*, describes both and what Wise Timetable asks Microsoft for, which is sign-in and basic profile only.