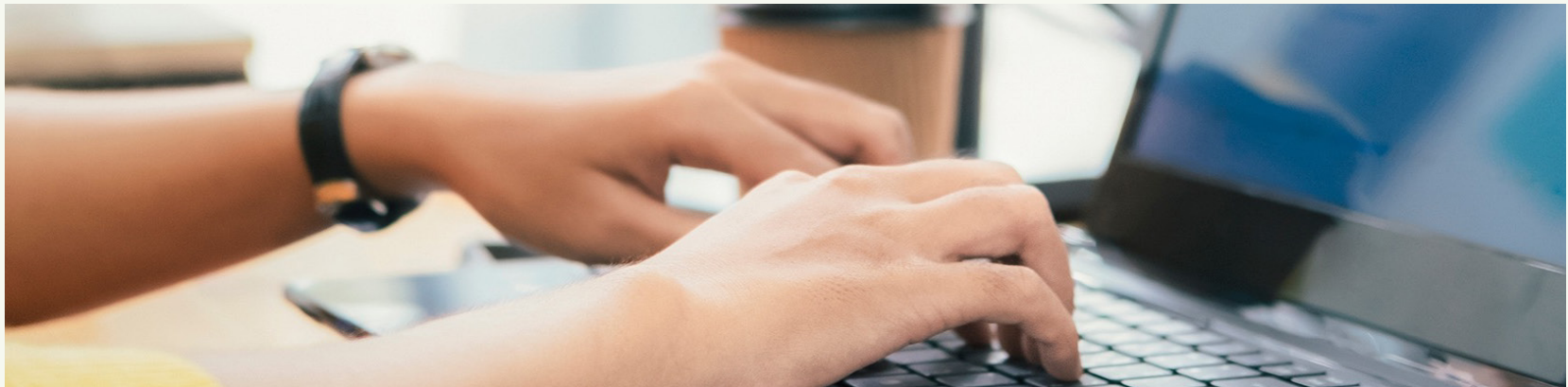


2026 - 2027

Surrey Place Website

How-to Help Guides

Learn how to login to your account with
2FA enabled



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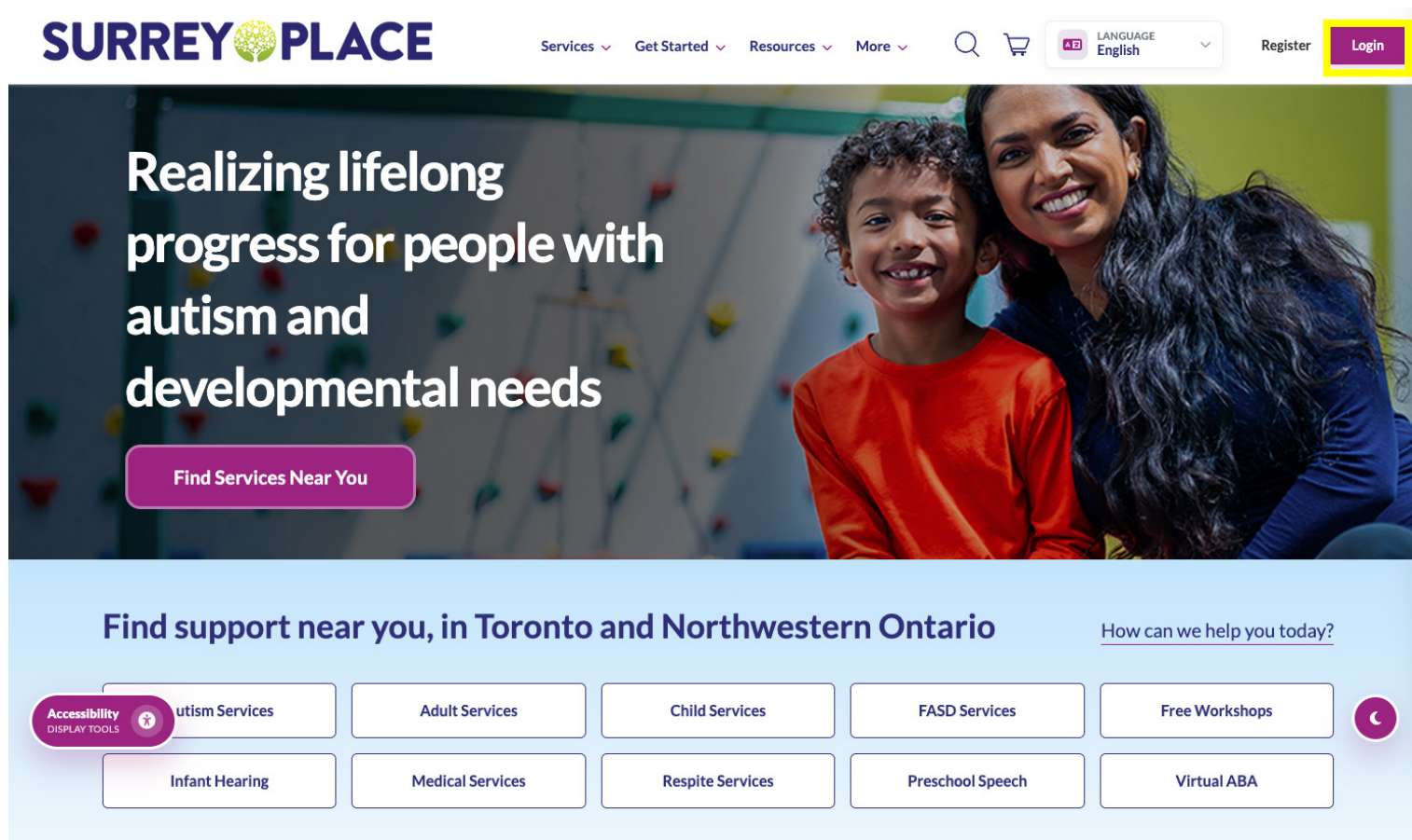
HOW TO LOGIN TO YOUR ACCOUNT WITH 2FA ENABLED

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STEP 1:

- ▶ To access the login page, click on **Login** found at the top-right hand side of the browser.



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You will be prompted to
complete a form.

It contains the following
fields:

- ▶ Email
- ▶ Password
- ▶ Remember Me

Login to your Account

Welcome back! Select the below login methods.

Email

Password

Show

☐ Remember me

[Forgot Password?](#)

Login

Don't have an account? [Register](#)

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STEP 2 :

- ▶ Start by entering your login credentials. This would be the **email address** and **password** you entered during registration.
- ▶ If you want to save these credentials, select **Remember me**.

STEP 3 :

- ▶ A **6-digit verification code** will be sent to your email.

Login to your Account

Welcome back! Select the below login methods.

Email

username@email.com

Password

.....

Show

☒ Remember me

[Forgot Password?](#)

Login

Don't have an account? [Register](#)

Verify Your Login

Enter the 6-digit code we sent to your email to complete sign in.

Verification Code

Enter 6-digit code

Verify and Log In

Didn't receive the code? [Resend \(00:48\)](#)

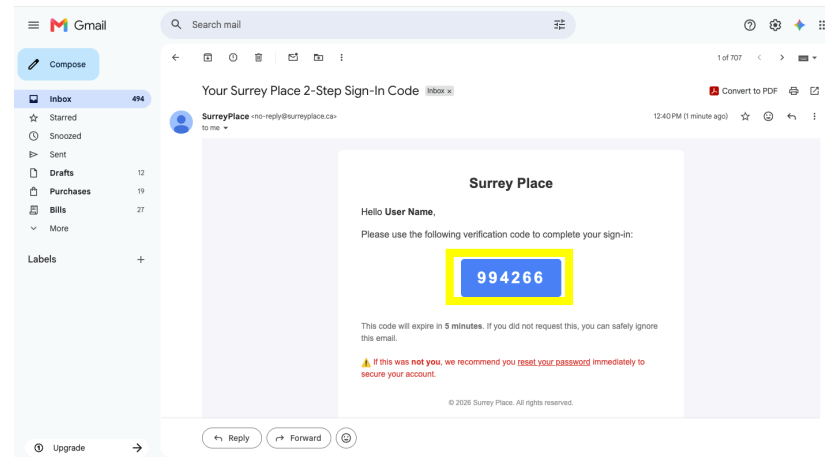
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STEP 4 :

- ▶ Navigate to your inbox and **copy the 6-digit code** from the email.



STEP 5 :

- ▶ Enter the 6-digit code that you copied from your email.
- ▶ Then select **Verify and Log In**.

A screenshot of the "Verify Your Login" form. It says "Enter the 6-digit code we sent to your email to complete sign in." Below this is a "Verification Code" label and a text input field containing "994266". At the bottom is a large blue button labeled "Verify and Log In", which is highlighted with a yellow rectangular box. Below the button, it says "Didn't receive the code? Resend".

Thank You

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