

PROGRAM BULLETIN

ATTENTION: University, College and Institute Protection Program (UCIPP)
Website Users

SUBJECT: UCIPP Website Update

**** PLEASE FORWARD THIS BULLETIN TO ALL UCIPP WEBSITE USERS ****

Change: The UCIPP website is expected to transfer to a new platform as of September 5, 2025. Most forms, publications and documents will be moved to a Member's Only area.

Access: Before accessing the Member's Only area, each UCIPP website user will need to:

- Create a Microsoft account with Multifactor Authentication (MFA); and
- Register with UCIPP for access to the Member's Only area (SharePoint).

➤ Microsoft may periodically prompt for MFA credentials.

Instructions: Attached to this Bulletin are instructions for:

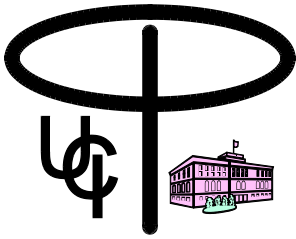
- Microsoft Multifactor Authentication process - required by Microsoft.
 - Registration - requires a UCIPP covered entity issued email address.
- Registration with a current UCIPP covered entity issued email address is required whenever a UCIPP website user moves to a different UCIPP covered entity

Impact: Current passwords and usernames will no longer be valid.

Need Help: Contact us if you have any questions or are unable to locate a form, publication or document previously on the UCIPP website.

email: protection.program@bcucipp.org

phone: 250-356-1794



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Microsoft Multifactor Authentication

The new UCIPP website's Member's Only area (SharePoint) is hosted on BC Government systems. To ensure system security, UCIPP clients are required to:

1. Create a Microsoft account with Multi-Factor Authentication (MFA)

- If you already have a Microsoft account with MFA with your school, or to access other BC government resources, you do not need to create another account. You can use this same account to access UCIPP's SharePoint.
- If not, refer to "[Create a Microsoft Account with MFA](#)"

2. Register with UCIPP for access to the Member's Only area (SharePoint)

- Once you have a Microsoft account with MFA, you can then request permission to access the Member's Only SharePoint site.
- Refer to "[Member's Only Area \(SharePoint\) Access](#)" for details

What is Multi-Factor Authentication

Multi-Factor Authentication (MFA) requires users to provide two or more factors to successfully log into a service. The first factor is your account email/password and the second factor is usually a smartphone with an app or a phone call validation.

The BC Government Office of the Chief Information Officer's (OCIO) website has additional background on **what MFA is and how it will impact you:**

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/information-security-mfa>

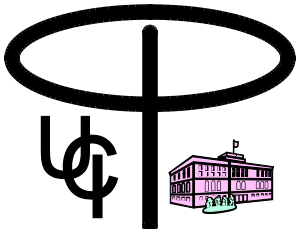
Create a Microsoft Account with MFA

UCIPP clients that do not have a Microsoft account, or that are not registered for MFA, will be automatically prompted to register for BC Government MFA when attempting to access the Member's Only area of the SPP website.

The OCIO **MFA Registration Instructions** provide an overview of that process, which can take approximately 5-10 minutes. <https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/information-security-mfa/mfa-registration-and-use>

For more information, refer to the OCIO **MFA Frequently Asked Questions:**

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/information-security-mfa/mfa-faq>



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The OCIO provides technical support for MFA during normal business hours (Monday to Friday from 8:30 a.m. to 4:30 p.m.) by emailing MFA.Support@gov.bc.ca

Member's Only Area Access (SharePoint)

1. After creating a Microsoft account with MFA, use that account to access the UCIPP website and click the "Member's Only" portal. You will be prompted by SharePoint to request access:

You need permission to access this site.

2. Click "Request Access"; UCIPP will receive an email notification to approve or deny your access request.
3. Once approved by UCIPP, you will receive an email notification and will now be able to access the Member's Only area:

Administrator has responded to your request for 'UCIPP' 🖨️ 📧

Inbox x

 **SharePoint Online** <no-reply@sharepointonline.com> 1:17 PM (1 minute ago) ☆ 😊 ↩️ ⋮
to me ▾

Good news. You now have access to 'UCIPP'.

[Go to the site](#)

 **Microsoft**

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