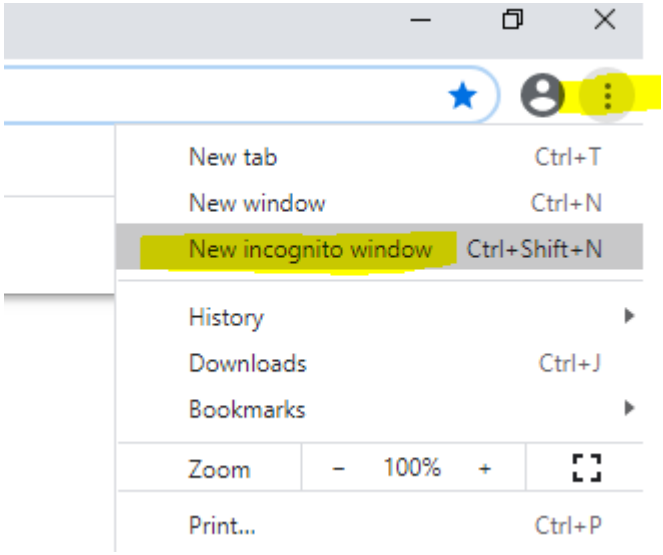
Instructions to log in to Xerte for staff at partner organisations

Step 1

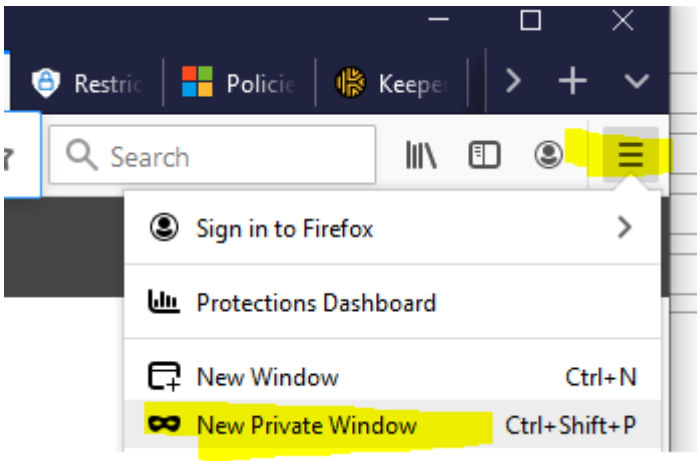
Open a browser and open a private browsing window (refer to screenshots below).

Use private browsing

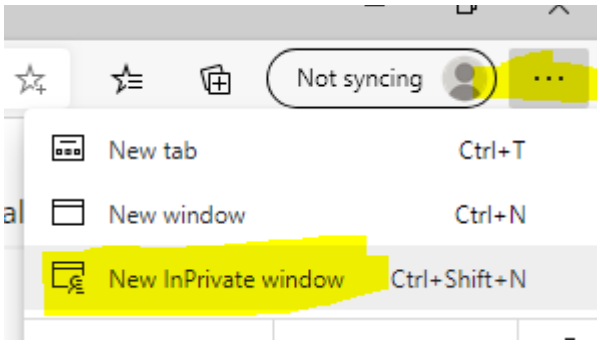
Chrome



Firefox



Edge



Step 2

Enter the URL in to the browser https://myapps.microsoft.com/northampton.ac.uk/signin/Xerte/e4cca8d9-e749-40c0-a9cb-b1ed9d38c29f?tenantId=c4550463-76b2-4ebd-b57c-f4f7d164c70f

You will go straight to the University login page.

Step 3

You can then enter your numeric username ARMS ID which is numeric eight digit (eg, 99999999) and password.

Notes

Users who are already logged into another Microsoft Account **must** use private browsing. Otherwise they will try to login with their own organisations account eg aaaa@aaaaaaaa.co.uk which will not work.

(Note: for the purpose of training a fictitious email is shown above as an example.)

For users who have ARMs accounts (the numeric username) but don't have a university email address then if you see the Microsoft login you need to use the account in the form ARMSID@northampton.ac.uk eg 999999999@northampton.ac.uk.

Note, If you use the direct URL then you won't need to do this.