UCDC New User Account Onboarding Instructions

(Changing your temporary password)

Changing Your Password

 You will receive an email with your username and temporary password from communications@ucdc.edu for students and <u>itsupport@ucdc.edu</u> for everyone else.

UCDC	
asesay@ucdc.edu	
Update your password	
You need to update your password beca the first time you are signing in, or becau password has expired.	use this is ise your
	Sign in
Welcome to the University of California, Center!	Washington

- 2. Go to https://portal.office.com and sign in with your username and temporary password.
- 3. You will be required to change your password at this time. The "Update your password" page will appear.
 - a. Enter your temporary password.
 - b. Enter a **NEW** password and verify the new password.

Password length	Minimum 8 characters – max 256
Password complexity	Three out of the four following: – lowercase character – uppercase character – number – symbol
Allow characters	- A - Z - a - z - 0 - 9 - @ # \$ % ^ & *! + = [] {} \\ \`. ? /`~ "(); < > - blank space

4. The password must be unique



- 5. After your password is changed the "More information required" page will appear.
 - Press the Next button.
 - You will see "Success!"
 - o Press "Done"

UCDC	
	Keep your account secure
	Success!
	Great job! You have successfully set up your security info. Choose "Done" to continue signing in.
	Default sign-in method:

You must change your password from the 3rd floor computer lab or from your phone if you haven't done so already. Do not try to connect your phone to the Wi-Fi while changing your password.

Note: Students and Guests are only authorized to connect to the UCDC-Student Wi-Fi. Any attempts to use other Wi-Fi connections in the building will result in your connectivity being disabled. You must contact IT to re-enable your account.

	Wi-Fi	
~	UCDC-STUDENT Unsecured Network	२ (i)