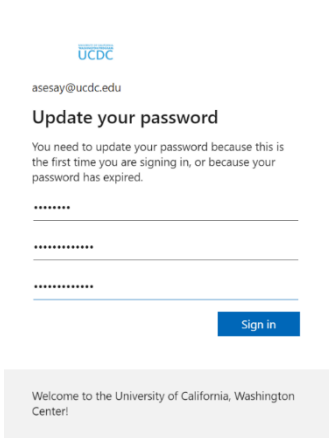


# UCDC New User Account Onboarding Instructions

## (Changing your temporary password)

### Changing Your Password

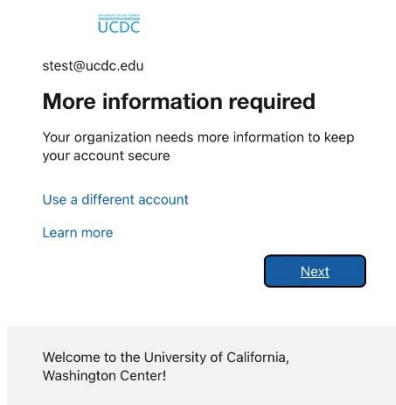
1. You will receive an email with your username and temporary password from **communications@ucdc.edu** for students and **itsupport@ucdc.edu** for everyone else.



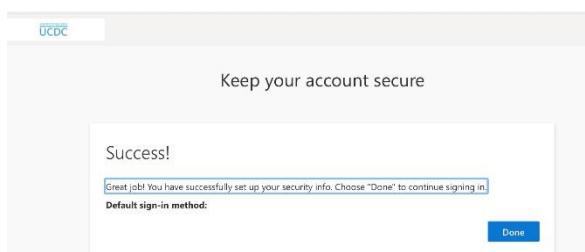
2. Go to <https://portal.office.com> and sign in with your username and temporary password.
3. You will be required to change your password at this time. The “**Update your password**” page will appear.
  - a. Enter your temporary password.
  - b. Enter a **NEW** password and verify the new password.

Password length	Minimum 8 characters – max 256
Password complexity	Three out of the four following: <ul style="list-style-type: none"><li>– lowercase character</li><li>– uppercase character</li><li>– number</li><li>– symbol</li></ul>
Allow characters	<ul style="list-style-type: none"><li>– A – Z</li><li>– a – z</li><li>– 0 – 9</li><li>– @ # \$ % ^ &amp; * _ ! + = [ ] \ : ' . ? / ' - " ( ) ; &lt; &gt;</li><li>– blank space</li></ul>

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!**”
  - Press “**Done**”



**You must change your password from the 3<sup>rd</sup> 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.

