UCDC IT UNIT

UCDC New User Onboarding Instructions (Changing your temporary password and setting up MFA)

What is Multi-Factor Authentication

Multi-factor authentication (MFA) is a way of securing websites and computer systems against many of the worst threats in the modern business world. It's often now considered an essential part of the login process, with many more people changing their working patterns. Due to remote work, we must adapt our security accordingly. A factor is simply a type of secret information, so a password is a traditional factor.

Changing Your Password

- 1. After you receive an email with your username and temporary password from "itsupport@ucdc.edu"
- 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.

UCDC	
asesay@ucdc.edu	
Update your pass	word
You need to update your pas the first time you are signing password has expired.	sword because this is in, or because your
•••••	
	Sign in
Welcome to the University of Center!	California, Washington

4. The password must be unique

a. Microsoft's recommended password policy:

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

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Setting up MFA

After your password is changed the "More information required" page will appear.
a. Press the Next button.

UCDC
asesay@ucdc.edu
More information required
Your organization needs more information to keep your account secure
Use a different account
Learn more
Next
Welcome to the University of California, Washington Center!

- 2. UCDC uses the Microsoft Authentication App.
 - a. If you do not have the app, you can select "Download now" to get it.
 - b. You can also download it from the App Store on your phone (recommended)
 - c. Press Next two times after you have the Microsoft Authentication App.
 - d. When adding an account select "Work or school"
 - e. If you cannot use the Microsoft Authentication app, click "**I want to set up a different Method**" for more options.

Keep your account secure

Microsoft Authenticator

Start by getting the app	
	On your phone, install the Microsoft Authenticator app. Download now
	After you install the Microsoft Authenticator app on your device, choose "Next".
	Next
<u>l want to set u</u>	o a different method
	Keep your account secure
Micros	oft Authenticator
	Set up your account
-	If prompted, allow notifications. Then add an account, and select "Work or school".
	Back Next
<u>I want to set u</u>	up a different method

3. Use the camera on your phone to "Scan the QR code"

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Keep your account secure
Microsoft Authenticator
Scan the QR code
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.
After you scan the QR code, choose "Next".
■K453249997
Back Next
I want to set up a different method

4. Enter the number that appears on the screen into the app.

	Keep your account secure		
Microsof	t Authenticator Let's try it out		
	Approve the notification we're sending to your app by entering	the number show	wn below. Next
l want to set up a	different method		

5. You are almost set, press **Next** to continue.

Keep your account secure		
Microsoft Authenticator		
	Back	Next
l want to set up a different method		

6. Your MFA setup is complete once you see this screen. Your account is secure and ready to use.

Keep your account secure	
Success!	
Great job! You have successfully set up your security info. Choose "Done" to continue signing in	
Microsoft Authenticator	
Done	