

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.

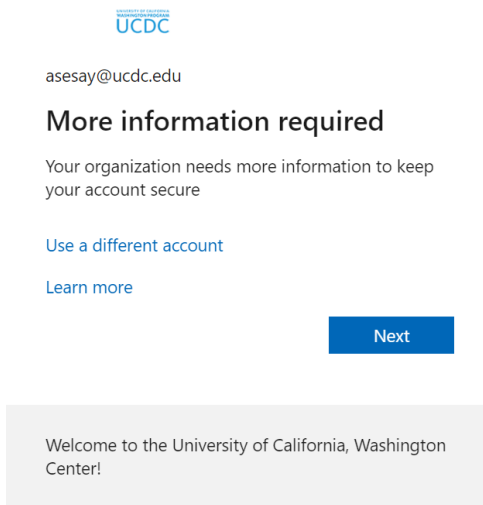
4. The password must be unique
 - a. Microsoft's recommended password policy:

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

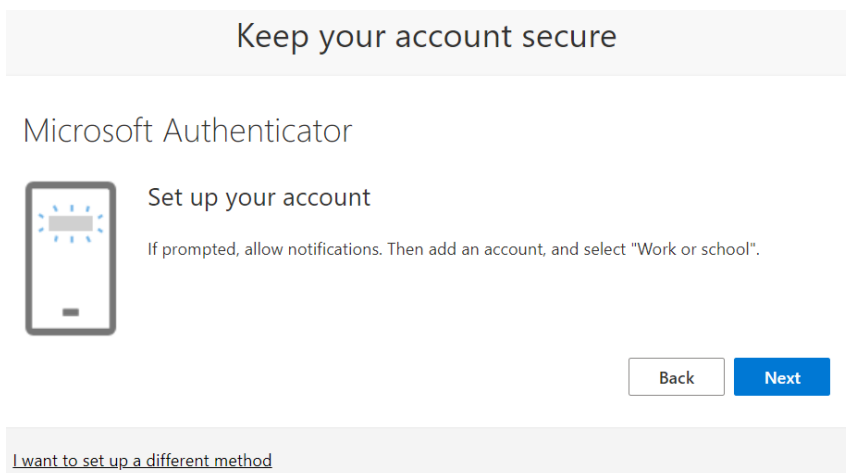
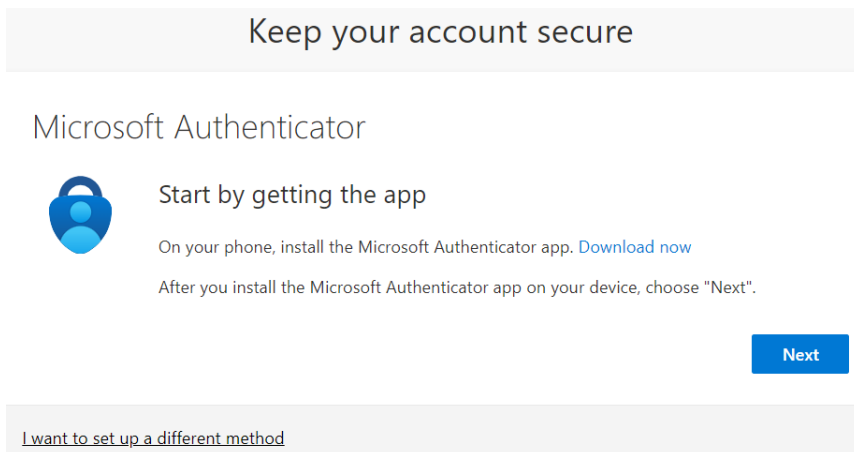
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Setting up MFA

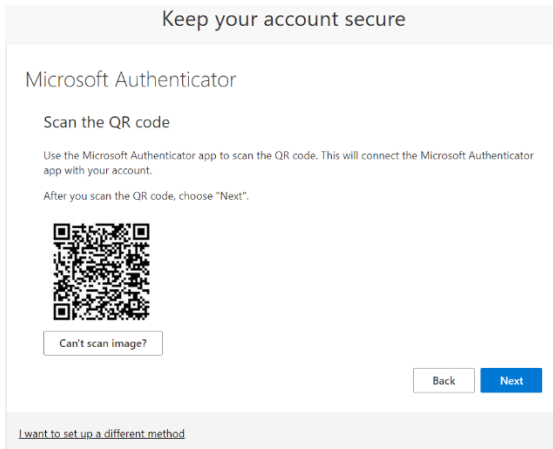
1. After your password is changed the “**More information required**” page will appear.
 - a. Press the **Next** button.



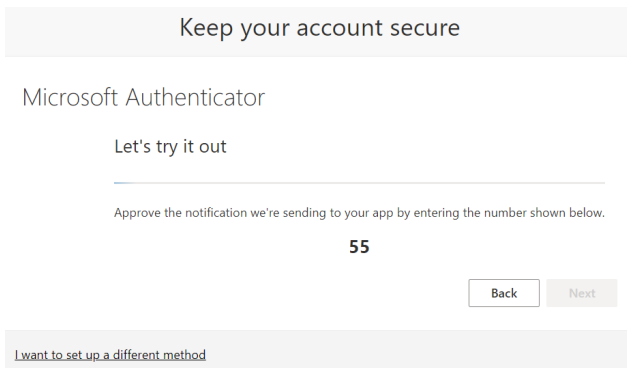
2. UCDC uses the Microsoft Authentication App.
 - a. If you do not have the app, you can select “**Download now**” to get it.
 - b. You can also download it from the App Store on your phone (recommended)
 - c. Press **Next** two times after you have the Microsoft Authentication App.
 - d. When adding 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.



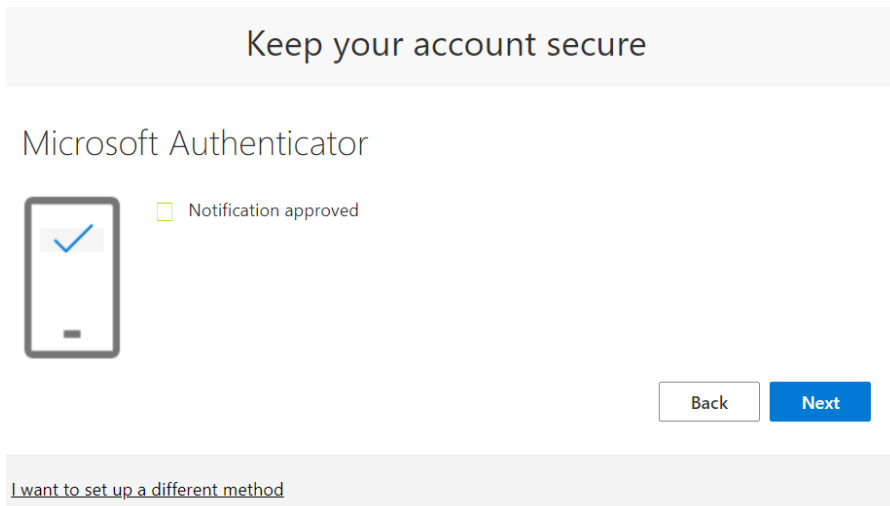
3. Use the camera on your phone to “Scan the QR code”



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



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



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

