## **UCDC New User Onboarding Instructions**

(Changing your temporary password and setting up MFA)

## **Changing Your Password**

UCDC

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

me to the University of California, Washingtor

asesay@ucdc.edu

.....

UCDC

More information required

Your organization needs more information to keep

Welcome to the University of California, Washington

Next

asesay@ucdc.edu

your account secure

Center!

Use a different account

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

## Setting up MFA

4.

- After your password is changed the "More information required" page will appear.
   Press the Next button.
- 2. UCDC uses the Microsoft Authentication App.
  - If you do not have the app, you can select "**Download now**" to get it.
  - o You can also download it from the App Store on your phone (recommended)
  - Press Next two times after you have the Microsoft Authentication App.
  - o When adding an account select "Work or school"
  - If you cannot use the Microsoft Authentication app, click "I want to set up a different Method" for more options.

Reep your account secure	Keep your account secur	re	
Crosoft 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".	Microsoft Authenticator Set up your account If prompted, allow notifications. Then add an account, and se	elect "Work or school"	
Next		Back Next	
	Lwant to set up a different method		
<ul> <li>Open the Microsoft Authenticator App</li> <li>Click on the "+" 1544 dial of CD</li> </ul>			
$\equiv$ Authenticator Q +			<i></i>
<ul> <li>Select "Work or School account" an</li> </ul>	d click on " <b>Scan QR code"</b>	WHAT KIND OF ACCOUNT ARE YOU ADDING?	Keep your account secure
<ul> <li>Select "Work or School account" an</li> </ul>	d click on " <b>Scan QR code</b> "	WHAT KIND OF ACCOUNT ARE YOU ADDING?  Personal account  Work or school account	Keep your account secure Microsoft Authenticator Scan the QR code Use the Moored Authenticator segs to scan the QR code. This will consect the Microsoft Auth

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

Micro	soft Authenticator		
	Let's try it out		
	Approve the notification we're sending to your app by	entering the number sho	own below.
	Approve the notification we're sending to your app by	entering the number sho	wn below.

You Must change your password and complete the MFA setup before you can connect to the Wi-Fi Network.

You must change your password and setup your MFA 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 and setting up MFA.

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