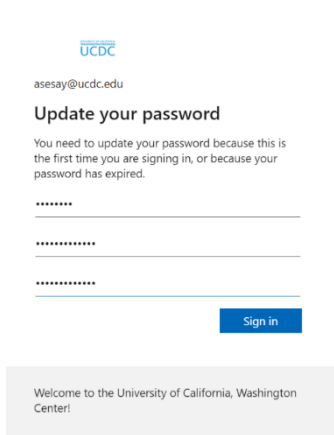


UCDC New User Onboarding Instructions

(Changing your temporary password and setting up MFA)

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.



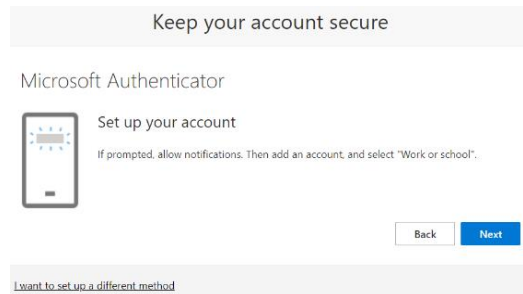
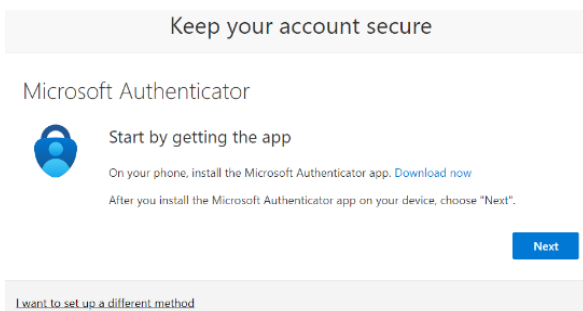
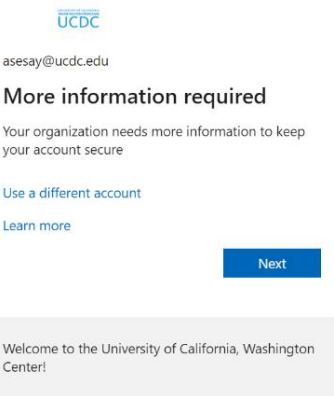
- a. Enter your temporary password.
- b. Enter a **NEW** password and verify the new password.

4. The password must be unique

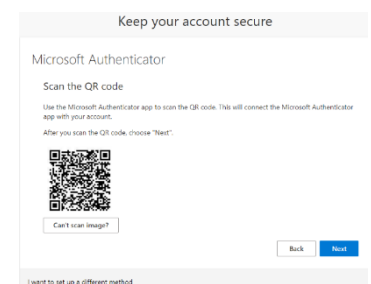
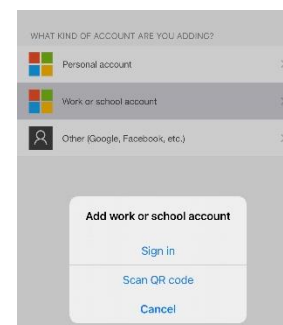
Password length	Minimum 8 characters – max 256
Password complexity	Three out of the four following: – lowercase character – uppercase character – number – symbol
Allow characters	– A – Z – a – z – 0 – 9 – @ # \$ % ^ & * _ ! + = [] { } \ : ; ' , . ? / ' ~ * () ; < > – blank space

Setting up MFA

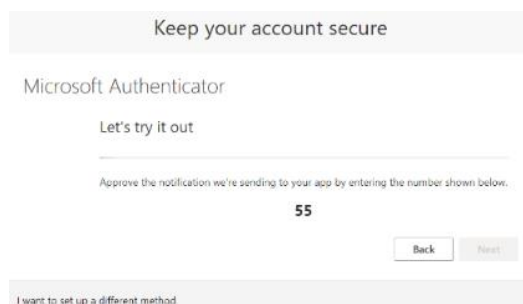
1. After your password is changed the “**More information required**” page will appear.
 - Press the **Next** button.
2. UCDC uses the Microsoft Authentication App.
 - If you do not have the app, you can select “**Download now**” to get it.
 - You can also download it from the App Store on your phone (recommended)
 - Press **Next** two times after you have the Microsoft Authentication App.
 - 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.



3. Open the Microsoft Authenticator App
 - Click on the “+”
 - Select “**Work or School account**” and click on “**Scan QR code**”



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



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 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 and setting up MFA.