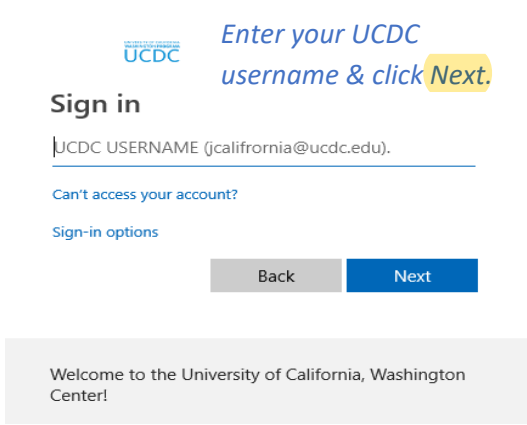
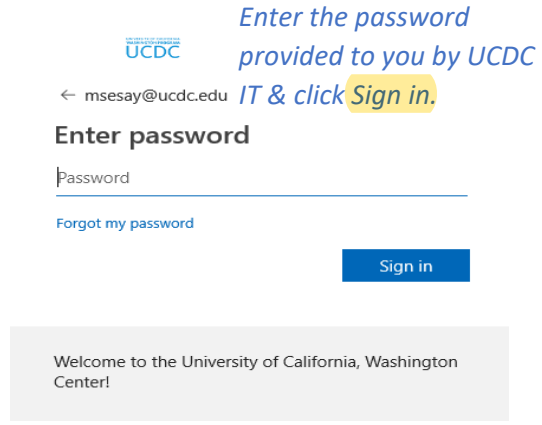


# Changing your UCDC Temporary Password.

1. Go to <https://portal.office.com>



THEN →

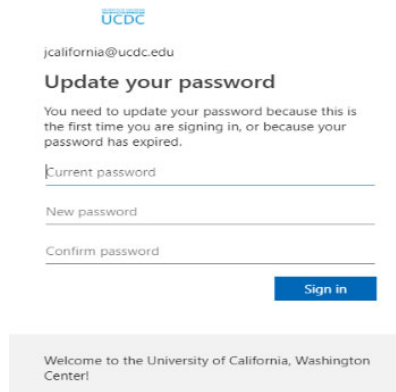


2. You will be prompted to update your password.

- Enter the password provided to you by IT.
- Create a new password
- Click **Sign in**

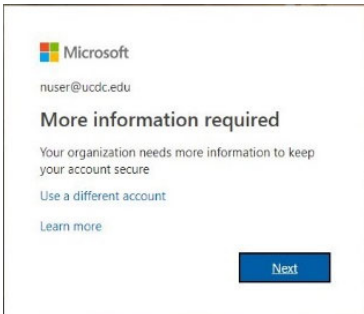
### Password Criteria

- Must be a minimum of 8 characters.
- Must contain 3 out of the following:
  - A-Z, a-z, 0-9
  - @ # \$ % ^ & \* - \_ ! + = [ ] { } | \ : ' , . ? / ` ~ " ( ) ;
- Cannot contain part of your first or last name.

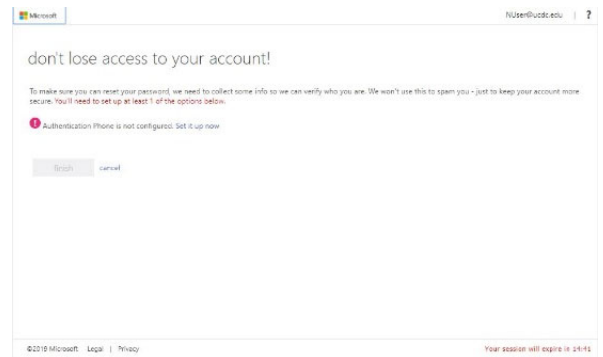


You will be prompted for additional information to assist with Unlocking your account and resetting your password.

1. Click **Next** on the **More information** page.

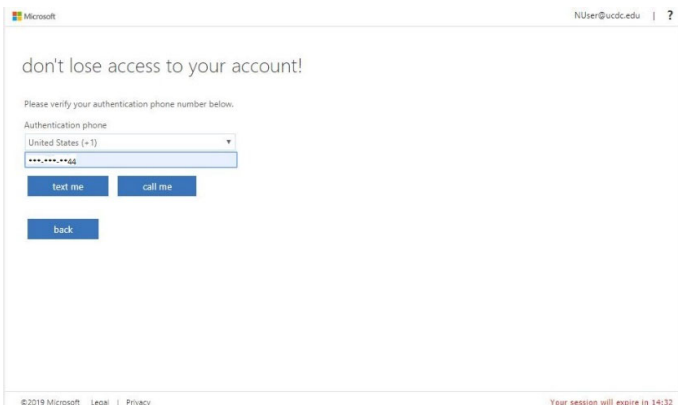


2. Press **Set it up now** & follow the instructions.



3. Enter your cell telephone #.

- Used to verify your identity when you need to unlock your account or reset your password



THEN →

