Changing your UCDC Temporary Password.

1. Go to [https://portal.office.com](https://portal.office.com)

```plaintext
Enter your UCDC username & click Next.
```

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

**This screen will display if you select Text Me.** Type the code from your phone & click Verify.