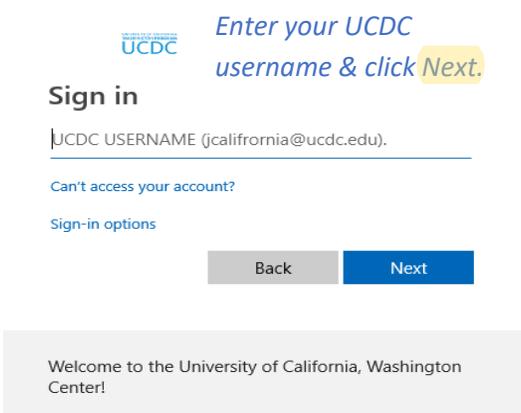
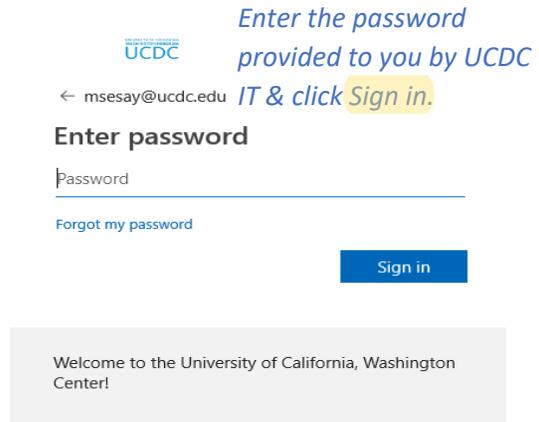


Changing your UCDC Temporary Password

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



THEN →

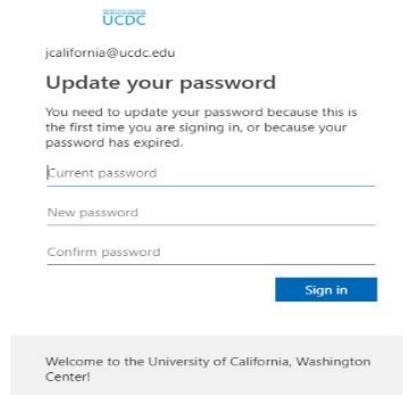


2. You will be prompted to update your password.

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

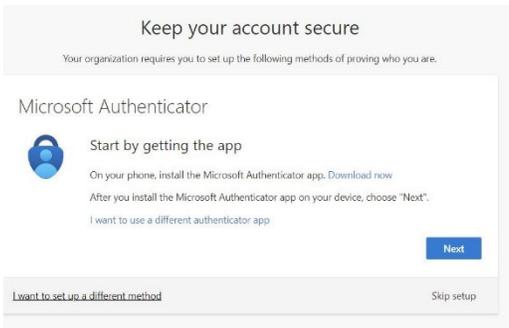
Password Criteria

- 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.

3. Select **"I want to set up a different method"**.

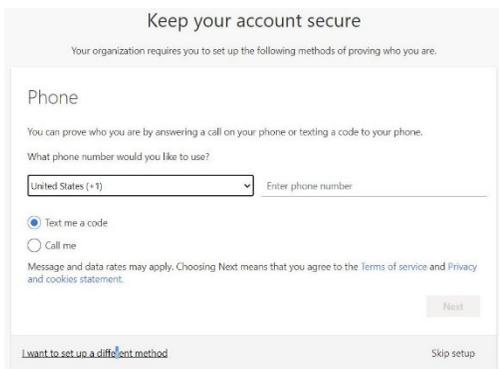


4. Choose the method you want to authenticate with.



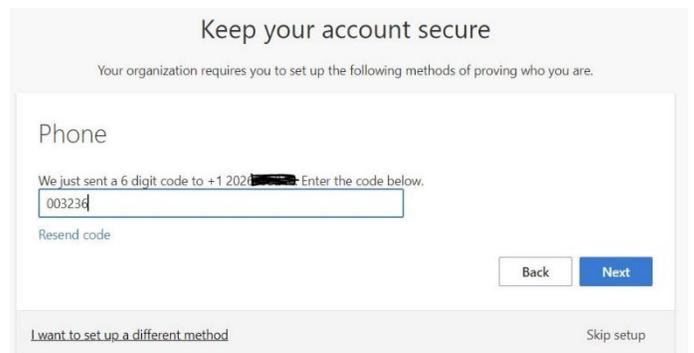
5. Enter your cell telephone #.

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



THEN →

6. Enter the 6-digit code received via text message.



7. Continue to press next until you see **"Success!"**

