Changing your UCDC Temporary Password

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

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

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

7. Continue to press next until you see “Success!”

Enter your UCDC username & click Next.

Welcome to the University of California, Washington Center.

Enter the password provided to you by UCDC IT & click Sign in.

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