Changing your UCDC Temporary Password

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

Enter your UCDC username & click Next. Sign in UCDC USERNAME (jcalifrornia@ucdc.edu). Can't access your account? Sign-in options	THEN 🖨	Enter the password provided to you by U ← msesay@ucdc.edu IT & click Sign in. Enter password Password Forgot my password Sign in	ICDC
Welcome to the University of California, Washington Center!		Welcome to the University of California, Washington Center!	
 You will be prompted to update your pa 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-7 a-7 0-9 	ssword.	DCCC Jalifornia@ucd.cdU DCDADE DOD DADSWORD BOOK Ware to up date your password because this is the first time you are signing in, or because this is the first time you are signing in, or because this is password has expired. New password New password Confirm password	
 @ # \$ % ^ & *! + = [] { } \ : ' , . Cannot contain part of your first or last name 	? / ` ~ " () ; ne.	Welcome to the University of California, Washington Center!	

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".

	Keep your account secure	
١	four organization requires you to set up the following methods of proving who	o you are.
Micro	soft Authenticator	
6	Start by getting the app	
	On your phone, install the Microsoft Authenticator app. Download now	
	After you install the Microsoft Authenticator app on your device, choose	"Next".
	I want to use a different authenticator app	
		Next
want to set	up a different method	Skip setup

5. Enter your cell telephone #.

4. Choose the method you want to authenticate with.



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

Keep your account secure Your organization requires you to set up the following methods of proving who you are.		Keep your account secure
Phone You can prove who you are by answering a call on your phone or testing a code to your phone. What phone number white States (+1)	THEN	Vour organization requires you to set up the following methods of proving who you are. Phone We just sent a 6 digit code to +1 2020 Enter the code below. 003236 Resend code Back Next
Lwant to set up a different method Skip setup		Lwant to set up a different method Skip setup

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

Used to verify your identity when you need

to unlockyour account or reset your password

Keep your account secure	
Your organization requires you to set up the following methods of proving wh	o you are.
Phone	
SMS verified. Your phone was registered successfully.	
	Next
	Skip setup

Keep your account secure