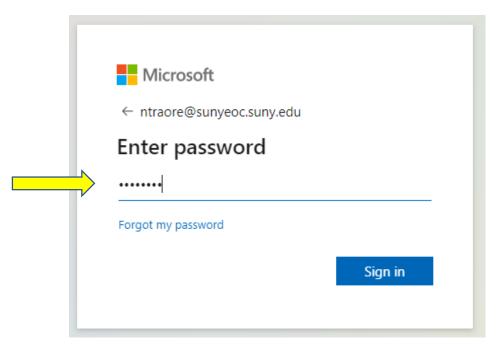
## Microsoft Account Set-up for Brightspace

- 1. Go to <u>http://www.office.com</u> and select <u>Sign In</u>.
- 2. Enter your user name found on your student schedule, i.e. <u>username@sunyeoc.suny.edu</u>

	Microsoft	
	Sign in	
	Can't access your account?	
	Back Next	
_	ିର୍ଦ୍ଦ Sign-in options	

3. Enter the initial password: **PasswOrd** (Capital P – assw – Zero – rd)



4. Once you sign in you will be prompted to update your password.

ntraore@sunyeoc.suny.edu
Update your password
You need to update your password because this is the first time you are signing in, or because your password has expired.
Current password
New password
Confirm password
Sign in

## PLEASE – DO NOT SKIP step 5 for

## Self-Service Password Recovery Registration

5. You will be prompted to provide more information such as Phone <u>and</u> personal Email to authenticate your account.

Click Next as shown on the screen below and follow Prompts.

Microsoft		
ntraore@sunyeoc.suny.edu		
More information required		
Your organization no your account secure	eeds more information to keep e	
Use a different acco	unt	
Learn more	<u>Next</u>	

**NOTES:** Please note that there are three possible methods for setting up Multi-Factor Authentication. MFA acts as an additional layer of security to prevent unauthorized users from accessing accounts, even when the password has been stolen.

To choose phone or email, click "<u>I want to set up a different method</u>" as per screen below. To proceed with setting up the Microsoft Authenticator app, click **Next**.

University Center for Academic and W	Vorkforce Development	
	Keep your account secure	
	Microsoft Authenticator 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	
	/ <b>_</b>	Next

6. If you are choosing a phone as your security factor, choose "phone" from drop down menu then click **Next** 

	Keep your account secur	e
Microsoft Aut	henticator	
Start I On your	Choose a different method A	ad now
After you		choose "Next".
I want to	Authenticator app	
	Phone	Next
	Email	

## 7. Enter your phone number

University Center for Academic and	Norkforce Development
	Keep your account secure
	Phone You can prove who you are by answering a call on your phone or receiving a code on your phone. What phone number would you like to use? United States (+1) Ga18542554  Receive a code Call me Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement. Next
	I want to set up a different method Skip setup

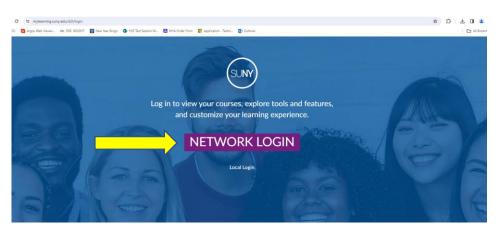
- Microsoft 365 **B** (2) Home University Center for Academic and . (+) Create Welcome to Microsoft 365 Otto Perez OP © Sur Ay Conten Vie EP Feed (A) Sign Get started Begin building your Microsoft 365 exp x Explore apps цЫ
- 8. Once logged in, click on your circled initials then click "View account"

9. Click "Security info"

My Sign-Ins $\vee$						d <sup>2</sup> b (	
A Overview	Security info						
		in into your account or reset your password.					
> P Security info	Default sign-in method: Phone - text	+1 5162058771 Change					
	+ Add sign-in method						
S Password	R. Phone	Add a method	×	Delete			
Organizations		Which method would you like to add?					
A Settings & Privacy	Password (preview)	Email Authenticator app	~				
Recent activity	Lost device? Sign out everywhere	Alternate phone					
0							
		Email					
		Email Office phone					
			_				
My Sign-Ins 🗸						A 7	,
My Sign-Ins ~	Security info					A 7	,
						& 7	,
		Office phone				& 7	2
	These are the methods you use to sig	Office phone				& 7	,
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	These are the methods you use to sig Default sign-in method: Phone - text + Add sign-in method & Phone	Office phone Office phone In into your account or reset your password. It +1 5162050771 Change -1 5162050771		Dette	×	A 7	2
Coverview  Coverview	These are the methods you use to sig Default sign-in method: Phone - text + Add sign-in method	Office phone in into your account or reset your password. :+1 5162058771 Change	Dange	Delete	×	& 7	2 1

**NOTES:** At this point your Brightspace account is set-up, you will use this login information to enter your online class through Brightspace, to do that:

1. Go to <u>www.mylearning.suny.edu</u> then click NETWORK LOGIN



2. Choose UCAWD from drop down menu as your Campus then click Log In

SUNY	Secure Sign On		
ľ	Campus:		
	UCAWD		<u> </u>
	Remember Campus?		
	LOG IN	FORGOT PASSWORD	APPLICATION ACCESS

3. Enter user name then click **Next** 

Missooft	
Microsoft Sign in	
ntraore@sunyeoc.suny.edu	
Can't access your account?	
Back	Next
🔍 Sign-in options	

4. Enter password then click Sign in

>	<ul> <li>Microsoft</li> <li>← ntraore@sunyeoc.suny.edu</li> <li>Enter password</li> <li></li> <li>Forgot my password</li> </ul>	
	Sign in	

Congratulations! You have successfully signed in into Brightspace.

Educational Opportunity Center	🚟 🖂 🗊 🖍 🛛 Ngolo Traore 🔅
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Manhattan EOC	
My Courses 🗸	
	LIEOC Help Desk
24SP IEL/CE EXCEL 18909	www.lieochelpdesk@lieoc.farmingdale.edu
Ends April 5, 2024 at 12:00 AM	
View All Courses (1)	

**NOTES:** From now on, you can enter your online class by going to <u>www.longislandeoc.org</u> website and clicking on "Access Brightspace Online Class" link.

For mobile devices download "Brightspace Pulse" app



You can also find helpful instructional videos on how to use Brightspace on YouTube. https://www.youtube.com/playlist?list=PLZz77ffBC33ltZ\_XzSgohYHpzlo6T2xiE