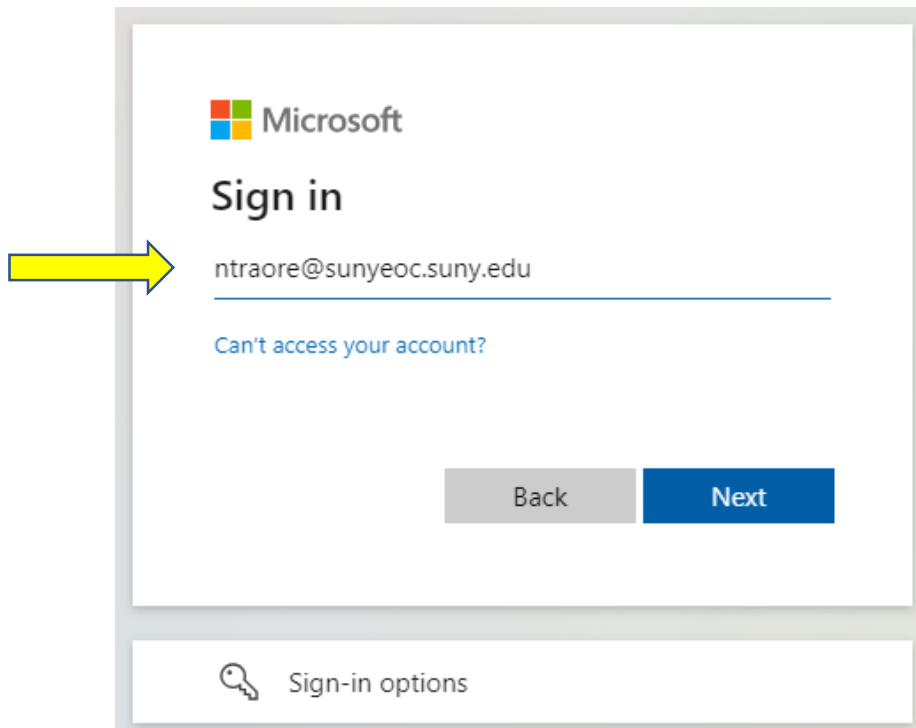


Microsoft Account Set-up for Brightspace

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




Microsoft

Sign in

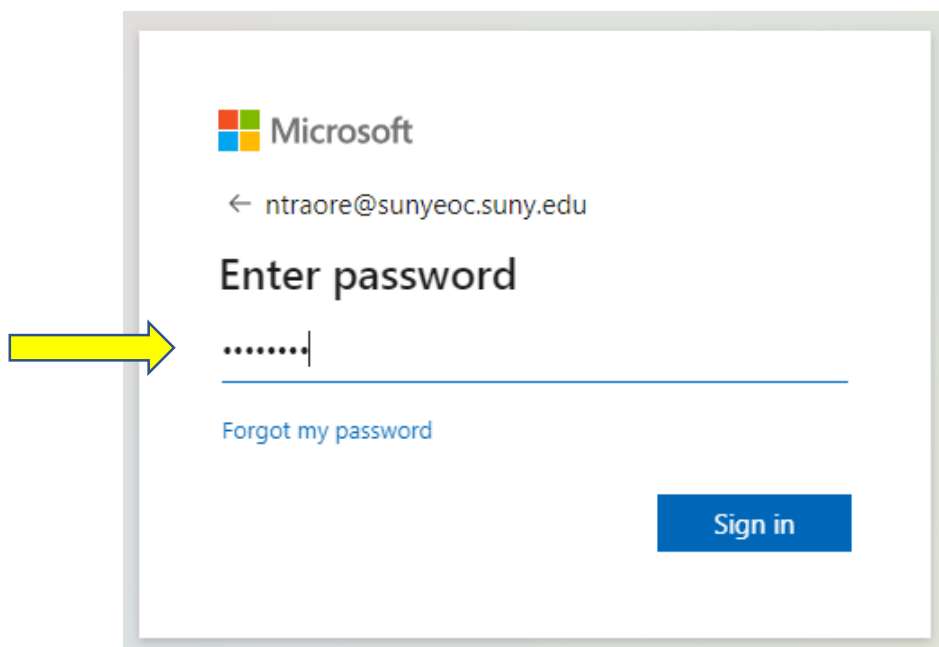
ntraore@sunyeoc.suny.edu

[Can't access your account?](#)

Back Next

 Sign-in options

3. Enter the initial password: **Passw0rd** (Capital P – assw – Zero – rd)



Microsoft

← ntraore@sunyeoc.suny.edu

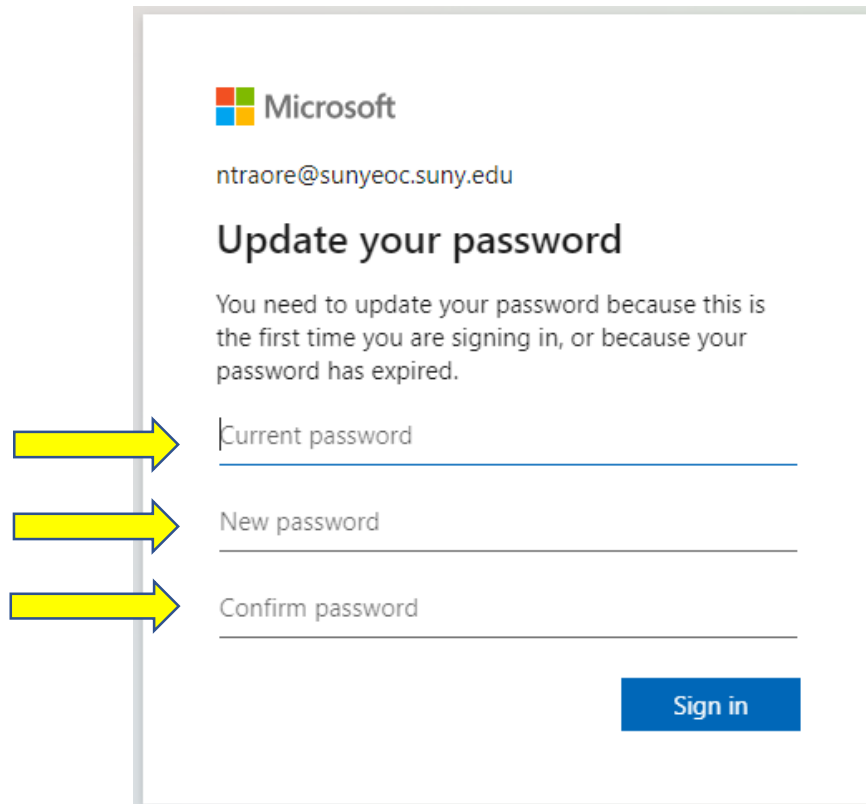
Enter password

.....|

[Forgot my password](#)

Sign in

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



Microsoft

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

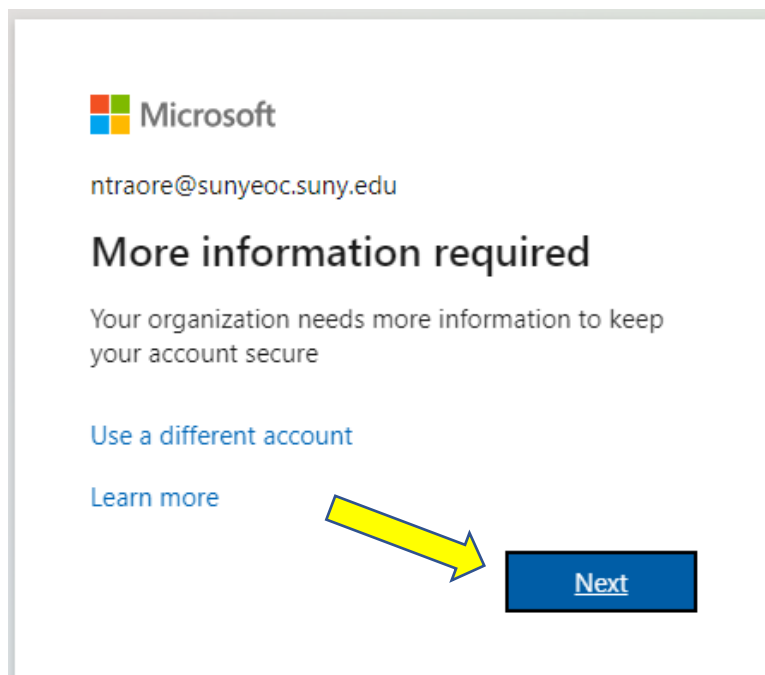
Confirm password

Sign in

PLEASE – DO NOT SKIP step 5 for

Self-Service Password Recovery Registration

- You will be prompted to provide more information such as Phone and 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 needs more information to keep your account secure

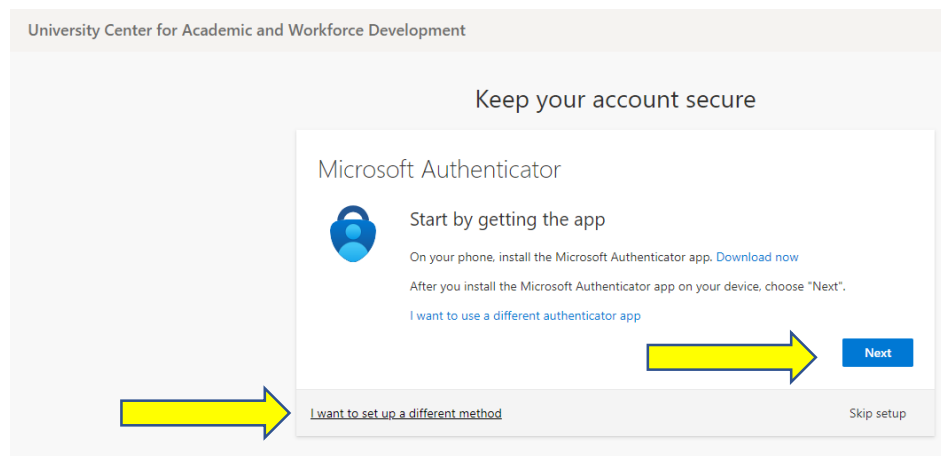
[Use a different account](#)

[Learn more](#)

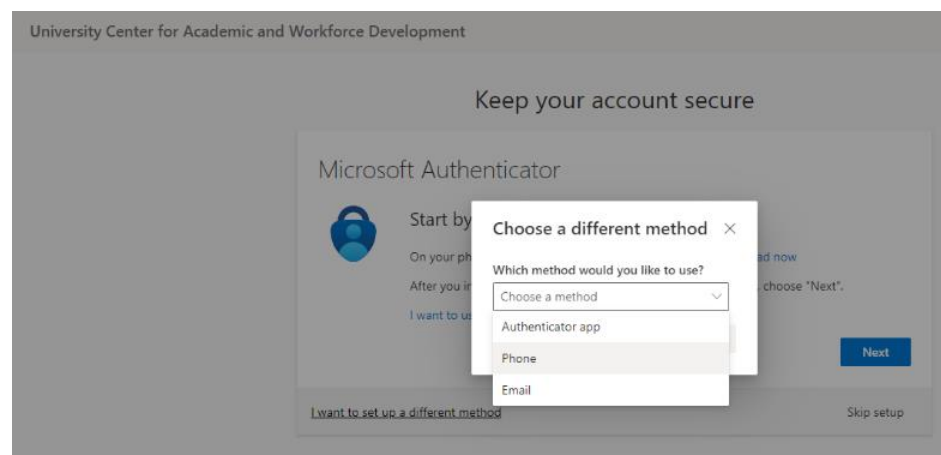
Next

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.

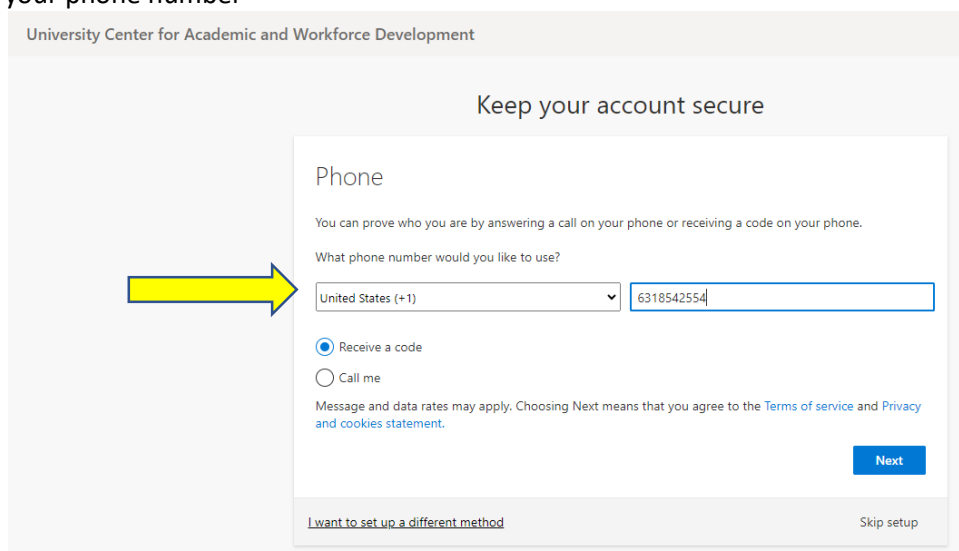
To choose phone or email, click “[I want to set up a different method](#)” as per screen below. To proceed with setting up the Microsoft Authenticator app, click **Next**.



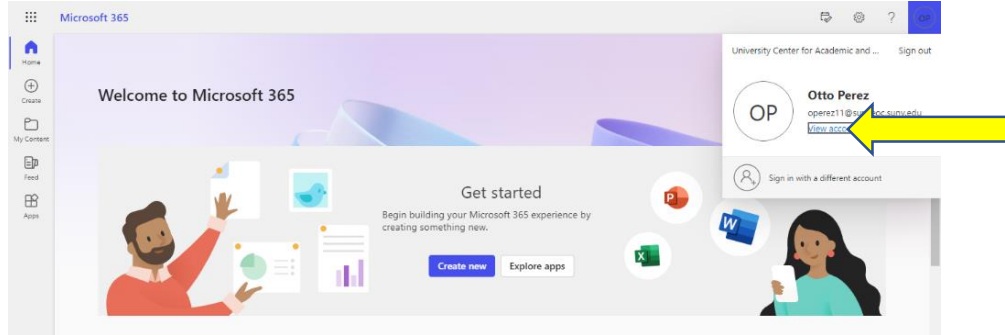
6. If you are choosing a phone as your security factor, choose “phone” from drop down menu then click **Next**



7. Enter your phone number

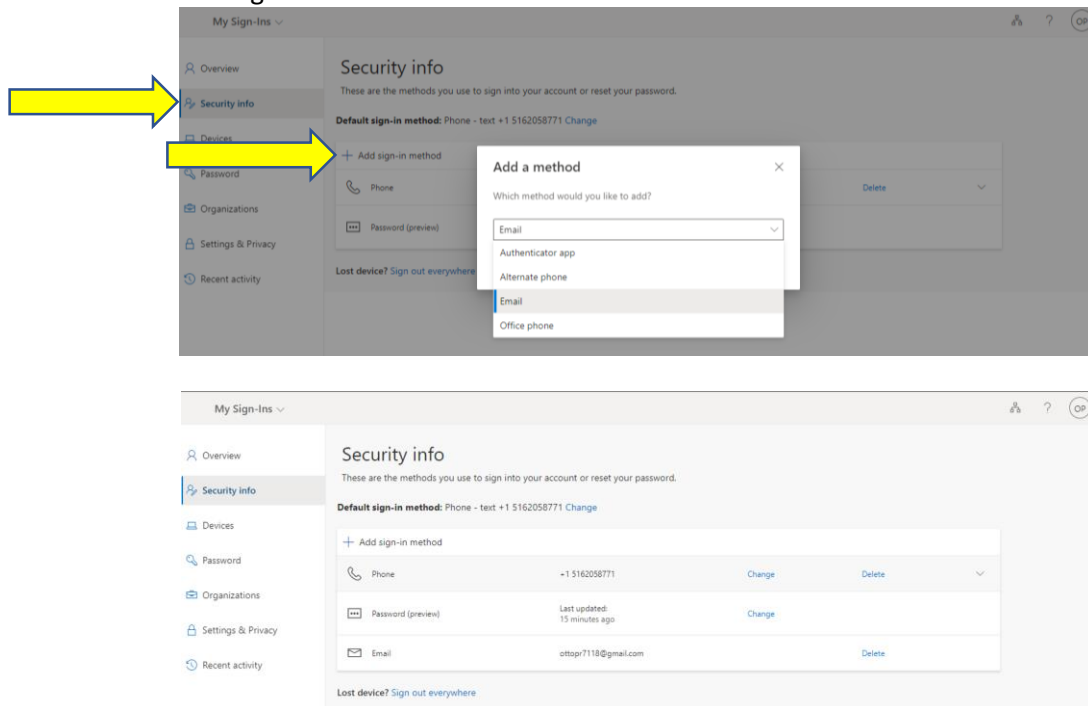


8. Once logged in, click on your circled initials then click “View account”



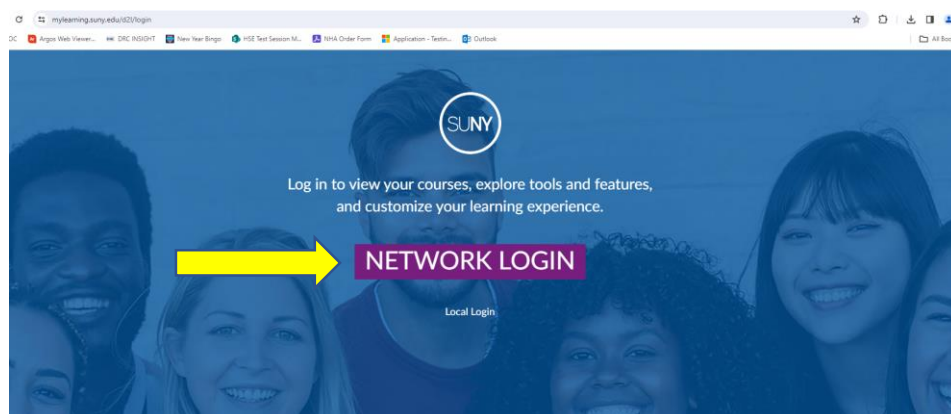
9. Click “Security info”

10. Click “+ Add sign-in method” to add other MFA factors

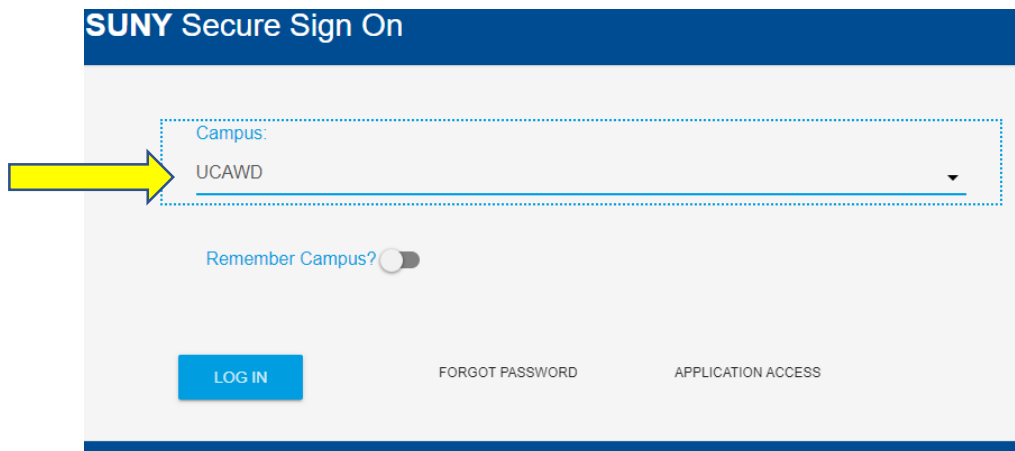


NOTES: At this point your Brightspace account is set-up, you will use this login information to enter your online class through Brightspace, to do that:

1. Go to www.mylearning.suny.edu then click **NETWORK LOGIN**



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



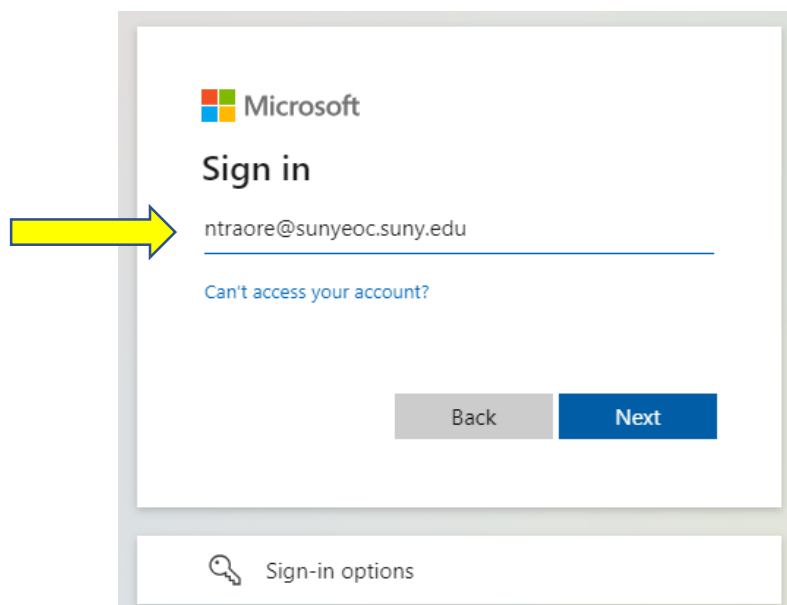
SUNY Secure Sign On

Campus:
UCAWD

Remember Campus?

LOG IN FORGOT PASSWORD APPLICATION ACCESS

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




Microsoft

Sign in

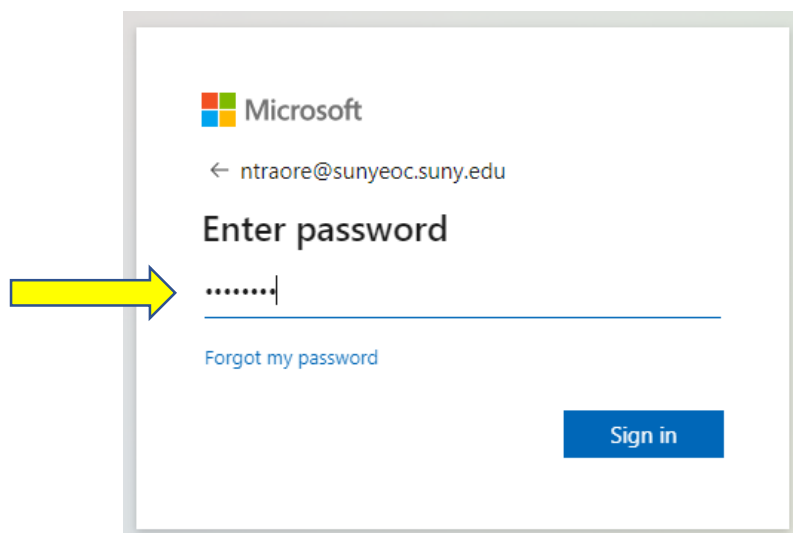
ntraore@sunyeoc.suny.edu

[Can't access your account?](#)

Back **Next**

 [Sign-in options](#)

4. Enter password then click **Sign in**



Microsoft

← ntraore@sunyeoc.suny.edu

Enter password

.....|

[Forgot my password](#)

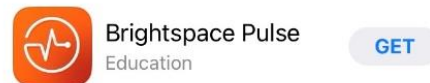
Sign in

Congratulations! You have successfully signed in into Brightspace.

Educational Opportunity Center
 Ngozo Traore
 Learner Resources
 University Center for Academic and Workforce Development
 My Center
 Search
 Manhattan EOC
 My Courses
 24SP IEL/CE EXCEL
 18909
 Ends April 5, 2024 at 12:00 AM
 View All Courses (1)
LIEOC Help Desk
www.lieochelpdesk@lieoc.farmingdale.edu

NOTES: From now on, you can enter your online class by going to www.longislandeoc.org 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=PLZz77fBC33ltZ_XzSgohYHpzlo6T2xiE