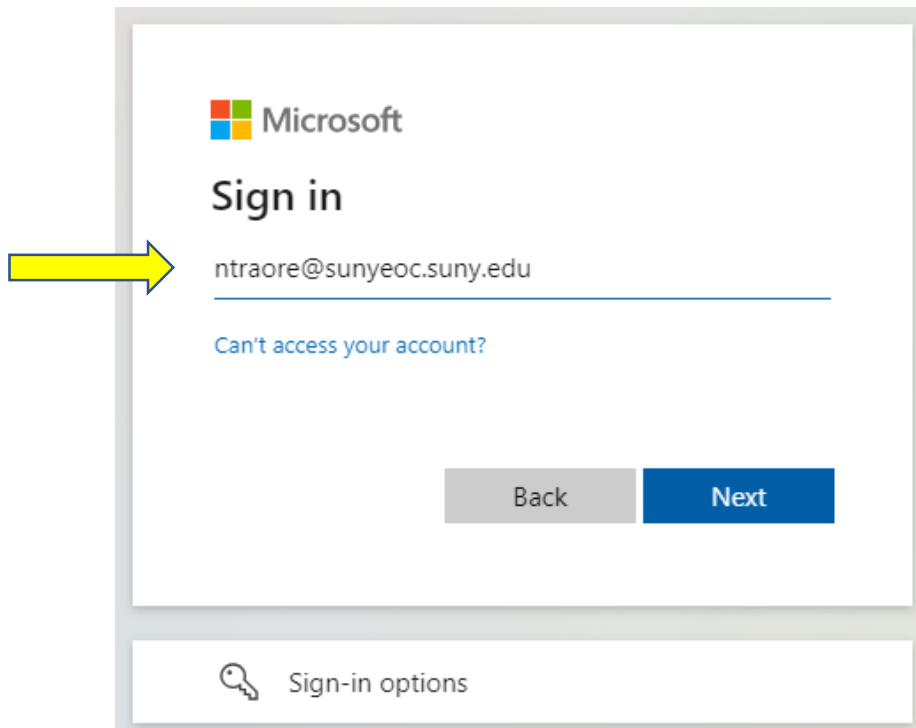Microsoft Account Set-up for Brightspace

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
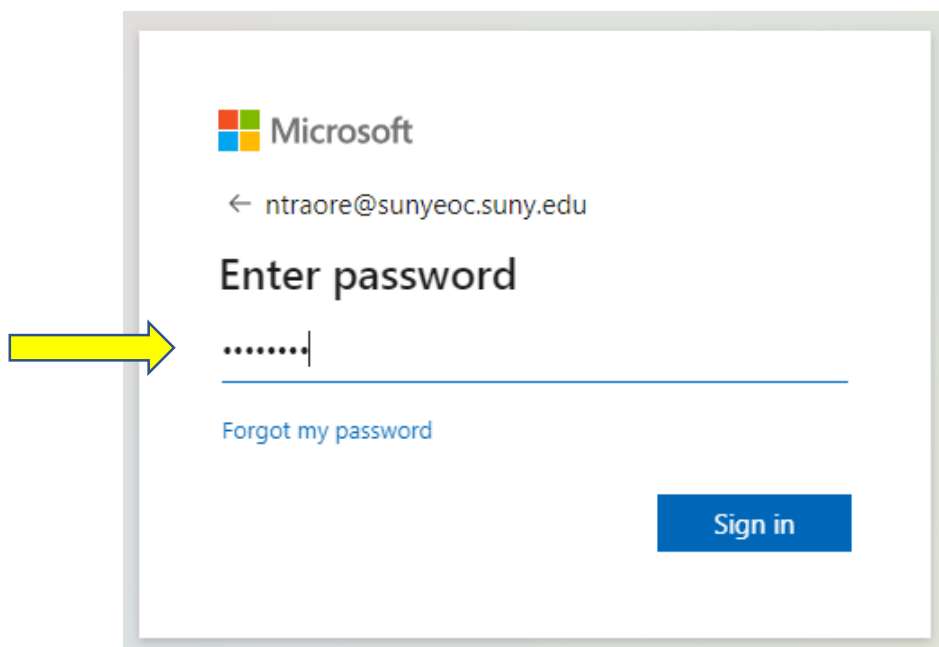

3. Enter the initial password: **Passw0rd** (Capital P – assw – Zero – rd)
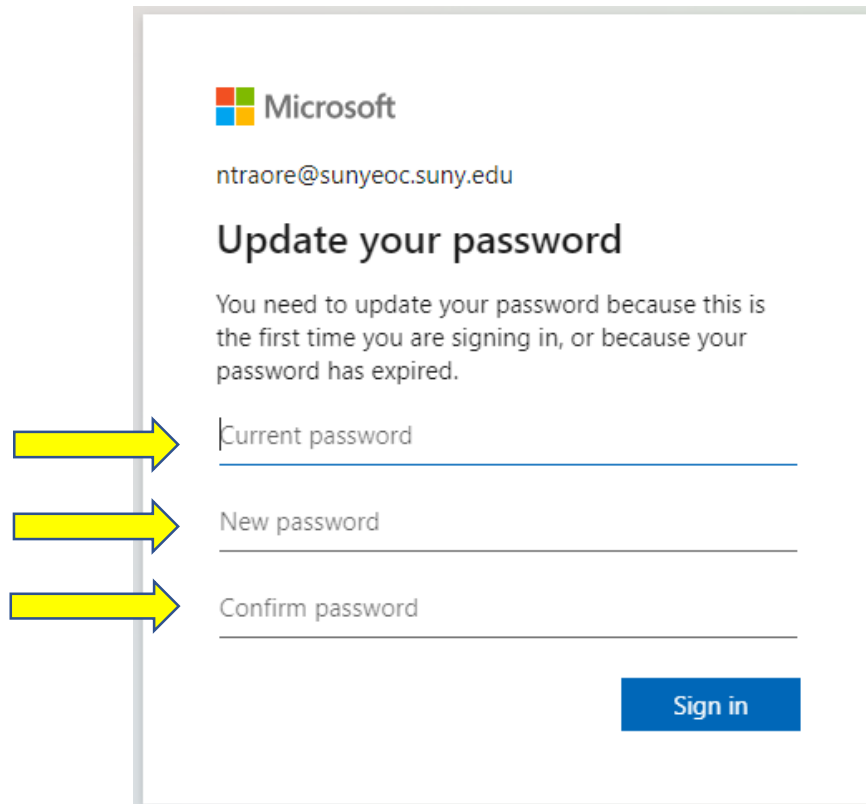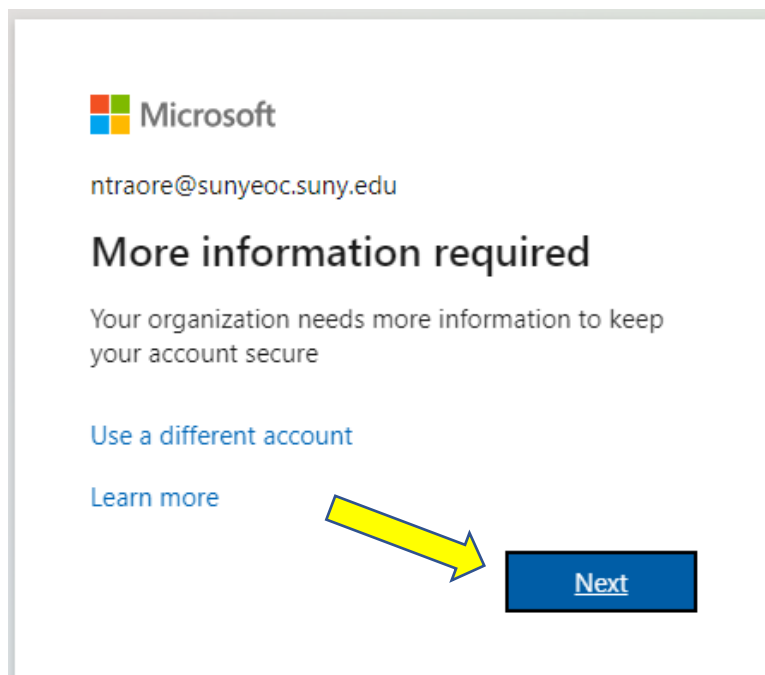
4. Once you sign in you will be prompted to update your password.

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.

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.
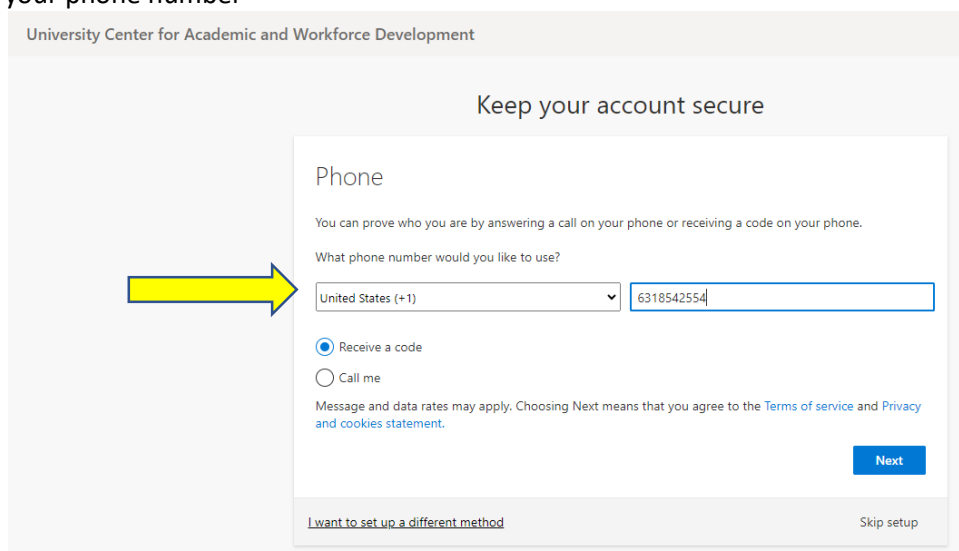
To choose phone or email, click "I want to set up a different method" as per screen below.

To proceed with setting up the Microsoft Authenticator app, click **Next**.
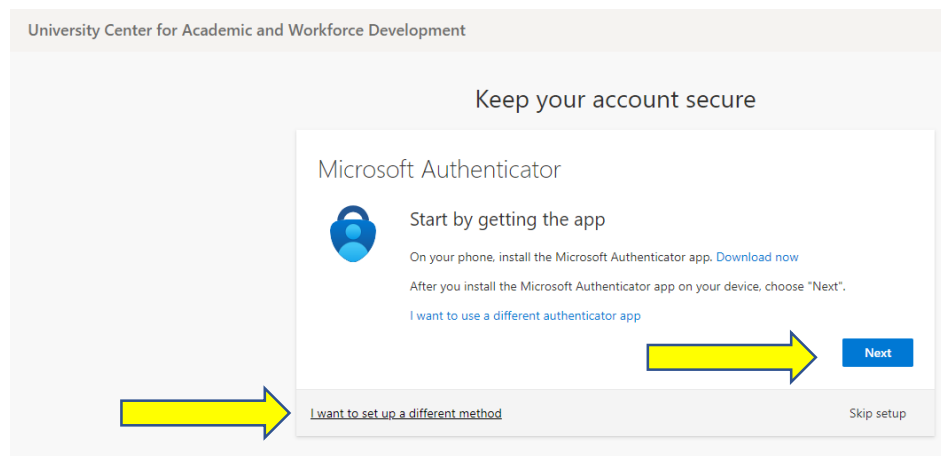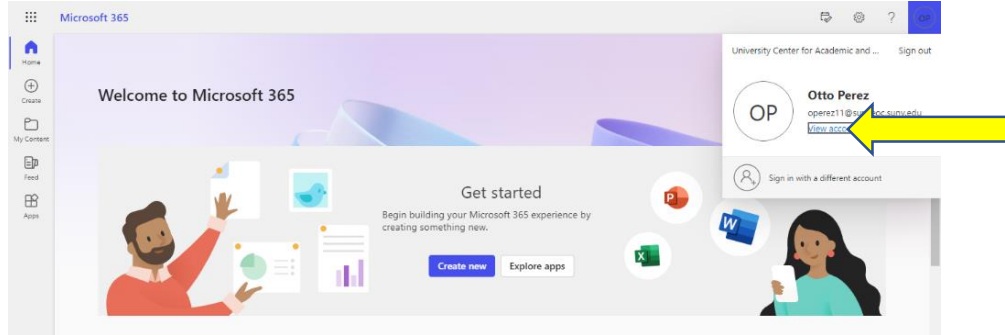

6. If you are choosing a phone as your security factor, choose "phone" from drop down menu then click **Next**
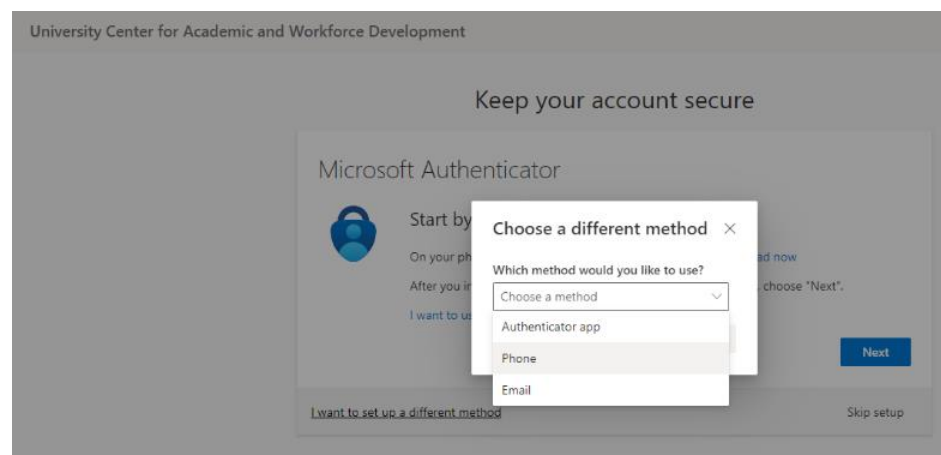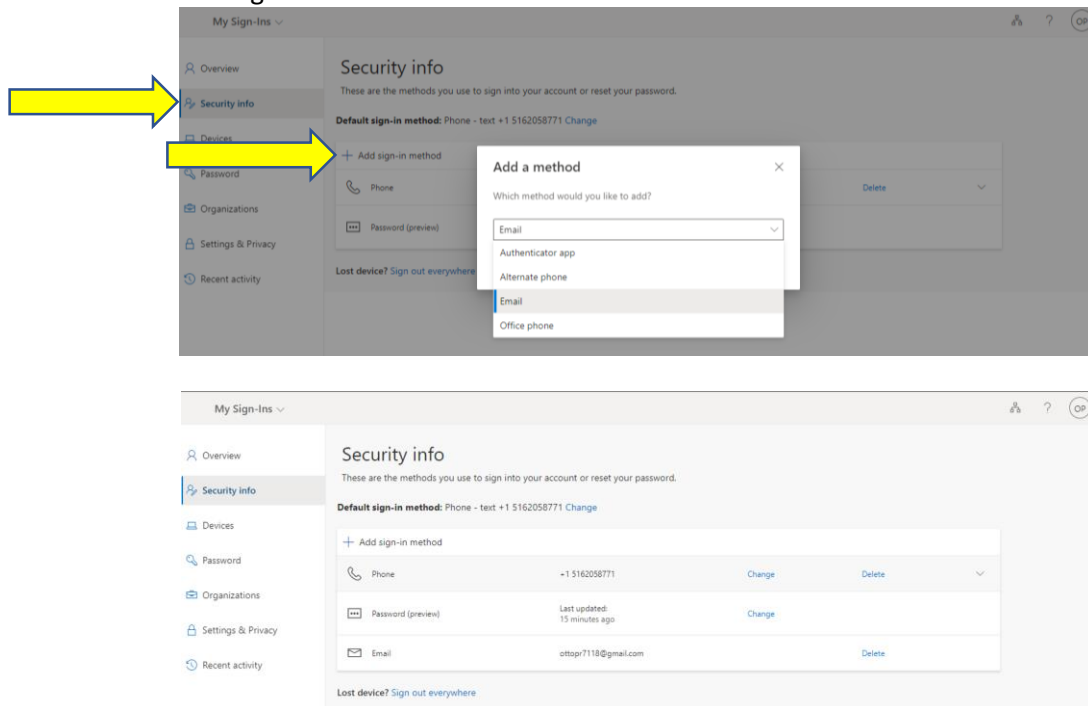

7. Enter your phone number

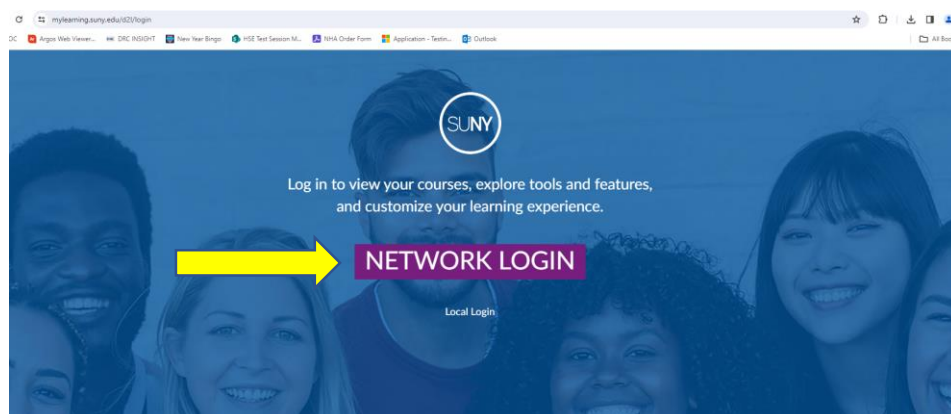8. Once logged in, click on your circled initials then click "View account"

9. Click "Security info"
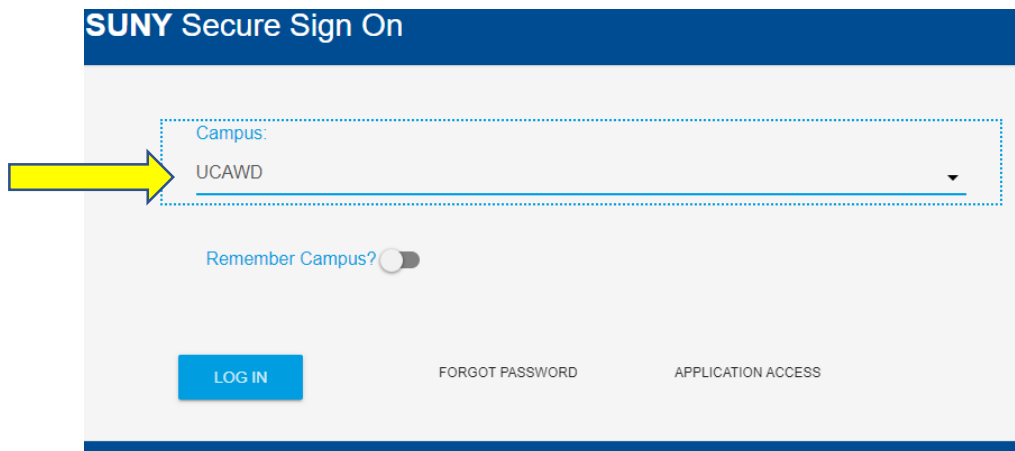10. Click "+ Add sign-in method" to add other MFA factors

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

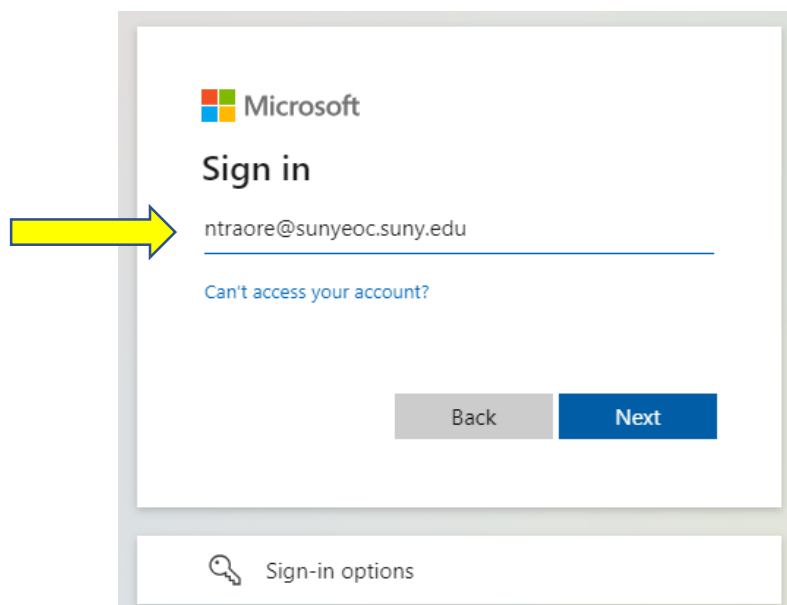2. Choose UCAWD from drop down menu as your Campus then click **Log In**

3. Enter user name then click **Next**
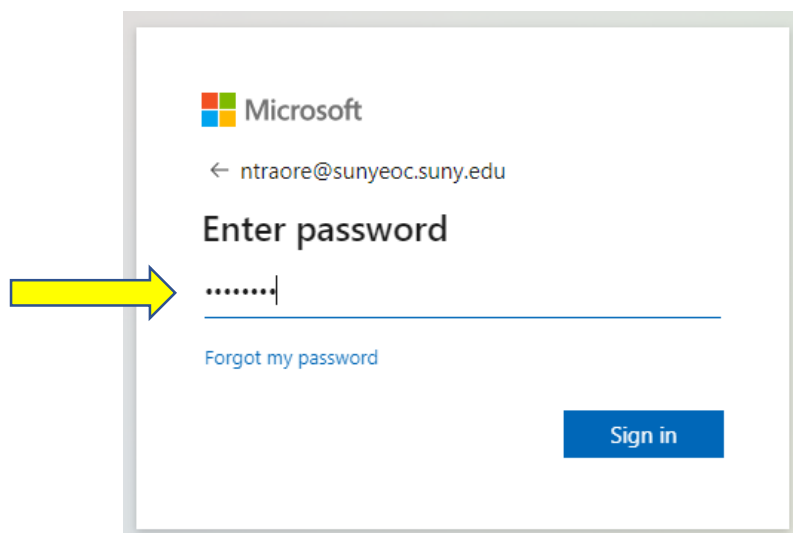
4. Enter password then click **Sign in**

Congratulations! You have successfully signed in into Brightspace.

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
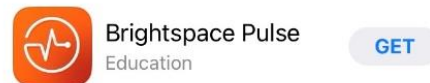
You can also find helpful instructional videos on how to use Brightspace on YouTube.
https://www.youtube.com/playlist?list=PLZz77ffBC33ltZ_XzSgohYHpzlo6T2xiE