

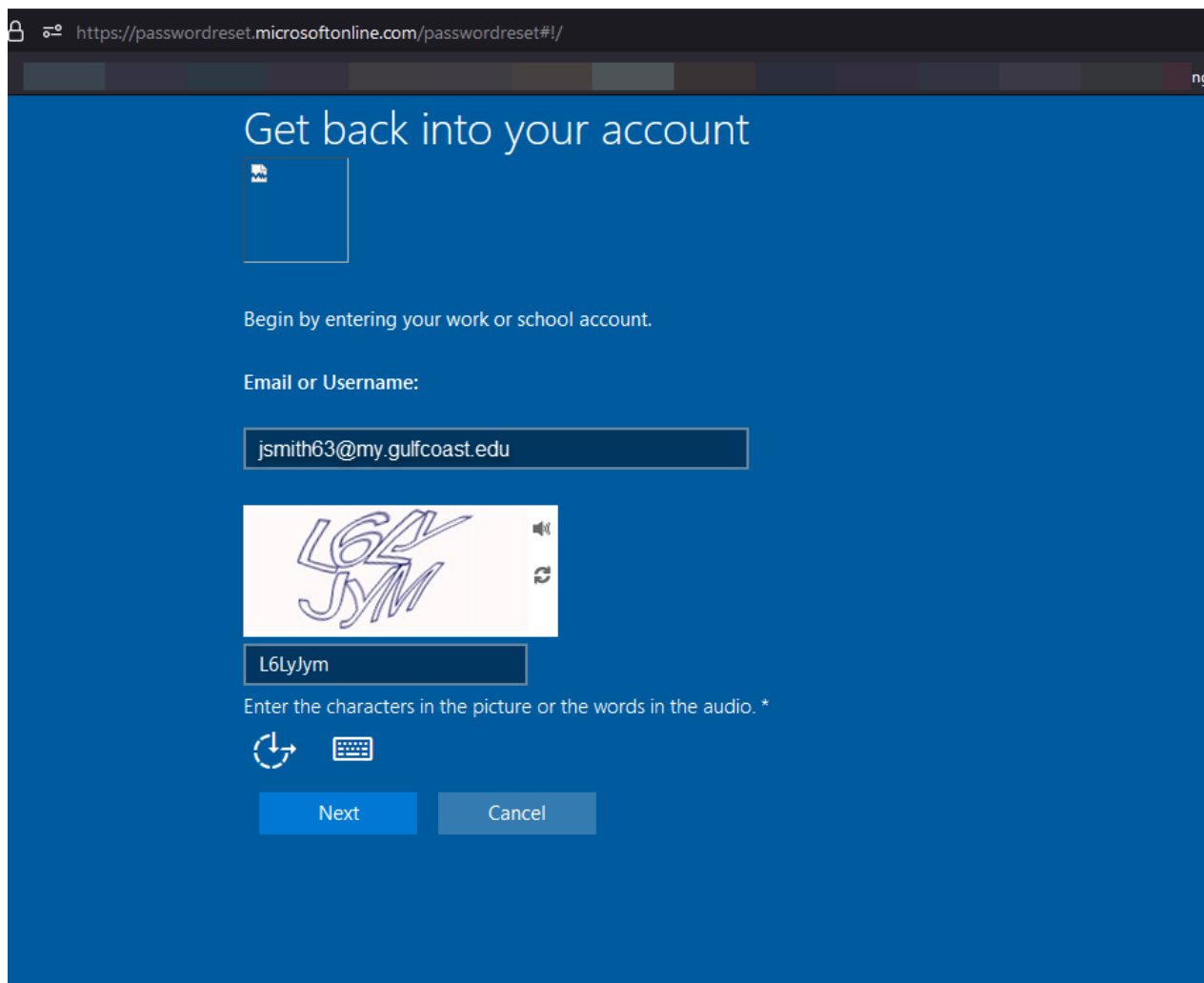
# Initially setting your account password with Microsoft

\*Note: To complete this process, you will require access to the email and phone number you used when registering.

Prior to logging into College services you will need to first set your account password, to do this visit:

<https://passwordreset.microsoftonline.com/passwordreset#!/>

Start by entering your @my.gulfcoast.edu email address (*this can be found in your Welcome Letter*) and fill in the captcha field

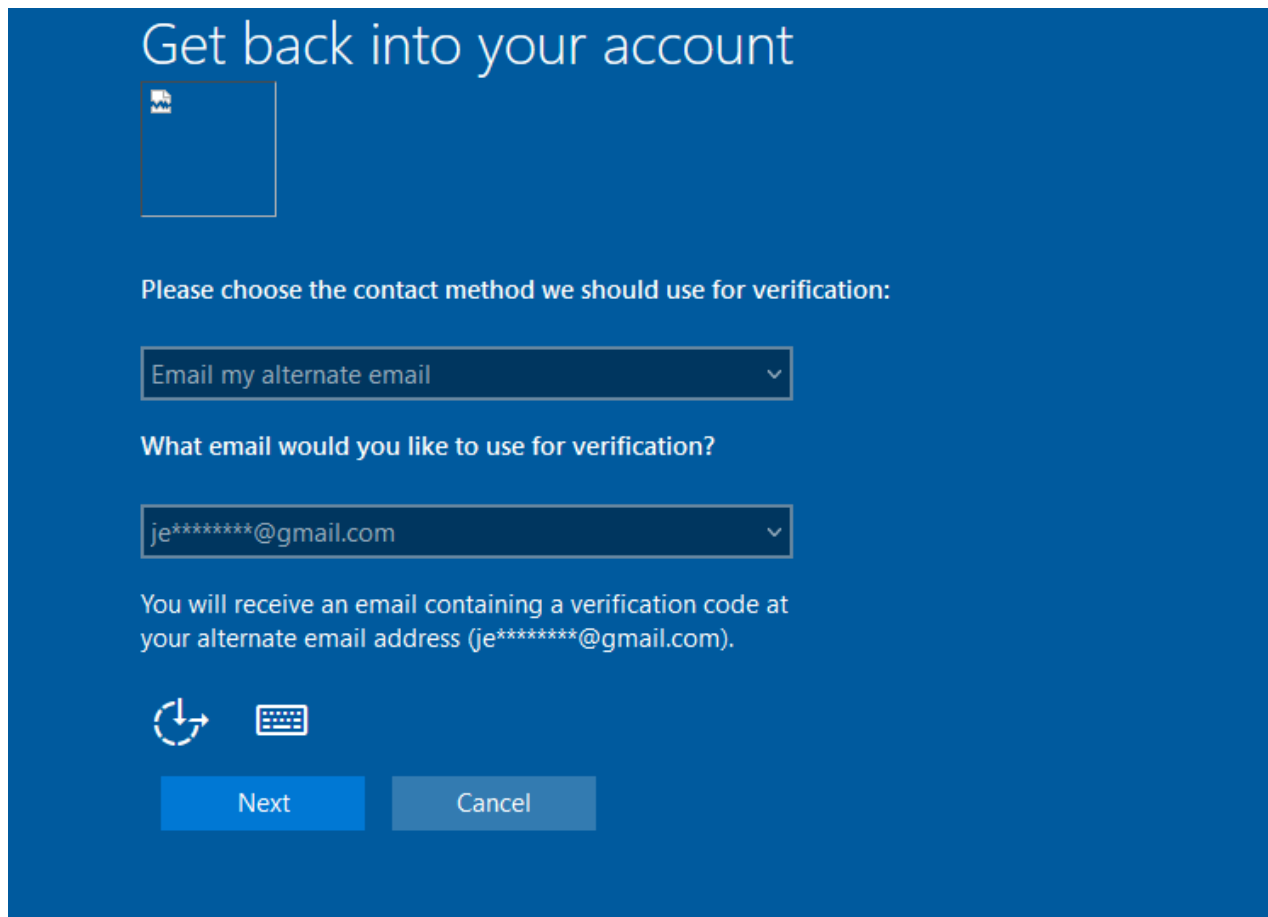


The screenshot shows a web browser window with the URL <https://passwordreset.microsoftonline.com/passwordreset#!/>. The page has a blue background and the heading "Get back into your account". Below the heading is a Microsoft logo. The text "Begin by entering your work or school account." is displayed. The "Email or Username:" label is followed by a text input field containing "jsmith63@my.gulfcoast.edu". Below this is a CAPTCHA image showing the handwritten text "L6LyJym" with a speaker icon and a refresh icon. A text input field below the CAPTCHA contains "L6LyJym". The instruction "Enter the characters in the picture or the words in the audio. \*" is shown. At the bottom are "Next" and "Cancel" buttons.

On the next screen, from the pull down select the Email my alternate email method.

Once selected, it will provide you a hint which email you used.

Press Next and check the mailbox for an email from: Microsoft on behalf of Gulf Coast State College



Get back into your account

Please choose the contact method we should use for verification:

Email my alternate email

What email would you like to use for verification?

je\*\*\*\*\*@gmail.com

You will receive an email containing a verification code at your alternate email address (je\*\*\*\*\*@gmail.com).

Next Cancel

In the email will be 6-digit verification code, enter the code into the screen to verify and press Next

# Get back into your account



Please choose the contact method we should use for verification:

Email my alternate email

We've sent an email message containing a verification code to your inbox.

637574

Are you having a problem?



Next

Cancel

This satisfies one alternate method, next from the pull down choose the second method for Verification

Select Text my Mobile phone

# Get back into your account



Please choose the second contact method we should use for verification:

- Text my mobile phone
- Call my mobile phone

Once selected, it will provide you a hint which number you have on file.

# Get back into your account



Please choose the second contact method we should use for verification:

Text my mobile phone

What phone number would you like to use for verification?

\*\*\*\*\*27

In order to protect your account, we need you to enter your complete mobile phone number (\*\*\*\*\*27) below. You will then receive a text message with a verification code which can be used to reset your password.

\*\*\*\*\*27



Next

Cancel

Press Next and check your phone for the 6-digit verification code, enter the code into the screen to verify and press Next

## Get back into your account



Please choose the second contact method we should use for verification:

Text my mobile phone 

We've sent you a text message containing a verification code to your phone.

407465

[Try again](#)

[Contact your administrator](#)



Next

Cancel

Now that you've verified yourself with two alternate methods, you will be able to set your password.

Your password needs to be a minimum of 16 characters which can include spaces

\*Note: The password you set will be checked against a database of known easily guessed, bad and banned passwords.

# Get back into your account



Create a new password

Enter new password:

Confirm new password:

Unfortunately, your password contains a word, phrase, or pattern that makes it easily guessable. Please try again with a different password.



Next

Cancel

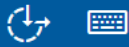
Once you've set your password, you can then log into to <https://mygcsc.gulfcoast.edu>

# Get back into your account



Your password has been reset

We've reset your password successfully, but you'll have to wait a few minutes before the changes are committed to the cloud. After these changes are committed, you'll be able to use your new password wherever you sign in with a work or school account.



Finish