

Single Sign-On Registration Instructions

Directions for accessing Single Sign-on. For assistance, contact the SJECCD ITSS Help Desk at 408-270-6411, itss.helpdesk@sjeccd.edu, or online at <https://services.sjeccd.edu/tdclient/home/>.

1. In the browser, go to <https://sso.sjeccd.edu>

Your email address will be your MyWebID@ (first two letters of first name, first two letters of last name, and last four digits of ID #). This will become your email address for school. - Listed below are some examples:

EVC Students: tivi7676@stu.evc.edu

SJCC Students: tivi7676@stu.sjcc.edu

2. **Enter Your Password:** (For any password issues, please contact ITSS at 408-270-6411 or ITSS.Helpdesk@sjeccd.edu)

For first time logins, simply click on the Unlock/Reset Password button. This will take you through an identity verification process and then an enrollment process. Once, completed, for any future logins, enter your EVC or SJCC school email address and just click on the Login button.



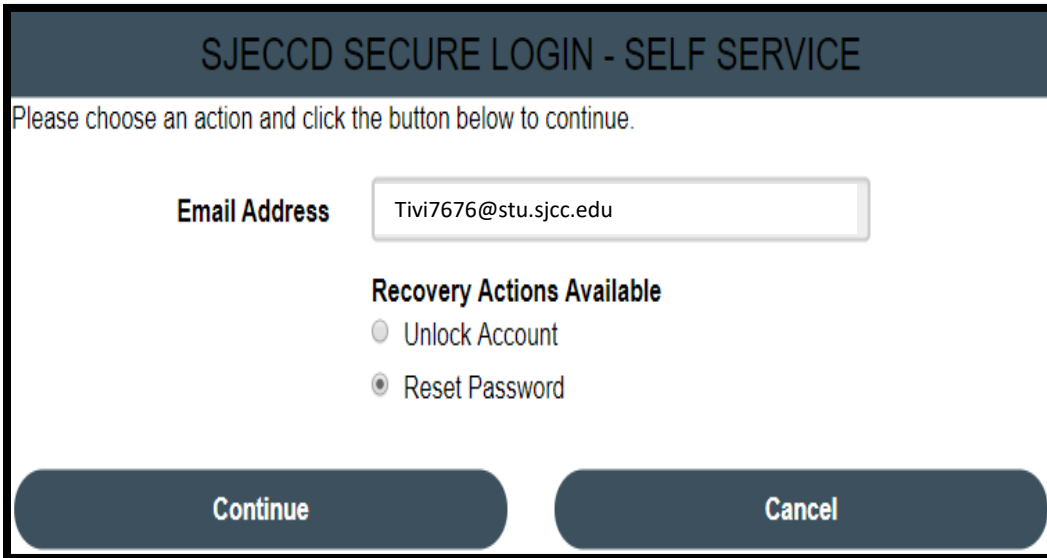
The screenshot shows the 'SJECCD SECURE LOGIN' page. It features two input fields: 'Email Address' and 'Password', both of which are currently empty. To the right of these fields is the logo for 'san josé·evergreen COMMUNITY COLLEGE DISTRICT'. Below the input fields are three buttons: 'Login', 'Change Password', and 'Unlock/Reset Password'.

3. **Identification Verification Process** (This only needs to be done the first time you login.)
Select Unlock/Reset Password option.



This screenshot shows the same 'SJECCD SECURE LOGIN' page, but with the email address 'tivi7676@stu.sjcc.edu' entered into the 'Email Address' field. The 'Password' field remains empty. The buttons and logo are the same as in the previous screenshot.

4. Select "Reset Password" then click on Continue button.



SJECCD SECURE LOGIN - SELF SERVICE

Please choose an action and click the button below to continue.

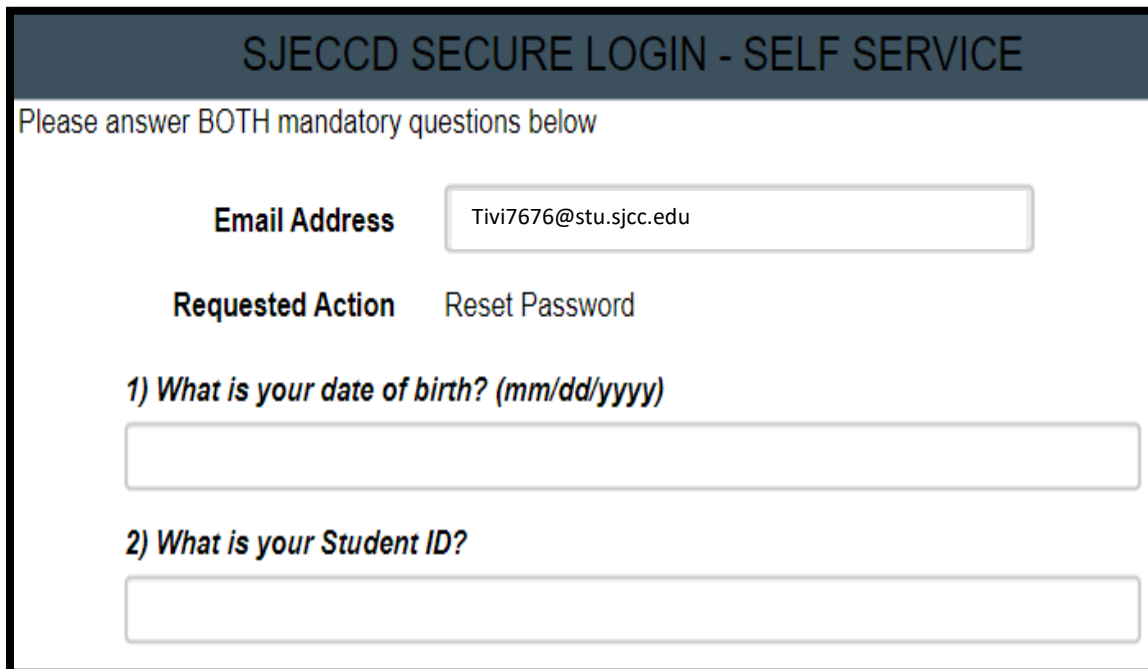
Email Address

Recovery Actions Available

- Unlock Account
- Reset Password

Continue **Cancel**

5. Enter your date of birth using this format (MM/DD/YYYY). Enter your student id number: 7 numbers with a leading 0 in the front. Click on the Continue button.



SJECCD SECURE LOGIN - SELF SERVICE

Please answer BOTH mandatory questions below

Email Address

Requested Action Reset Password

1) What is your date of birth? (mm/dd/yyyy)

2) What is your Student ID?

6. Enter in your New Password:

Must be 8 characters long. Cannot contain any part of your first name, last name, or username

Must satisfy any 3 of the following:

1. Must contain at least one uppercase letter
2. Must contain at least one lowercase letter
3. Must contain at least one number
4. Special Characters are okay to use

Confirm New Password. Click on the Continue button

The screenshot shows a web form titled "SJECED SECURE LOGIN - SELF SERVICE". Below the title, it says "Please enter your new password in the fields below." A green box highlights the "Password Complexity Rules" section, which states: "Your new password must **always** satisfy the following rules:" followed by a bulleted list: "• Must be at least **8** characters long", "It must also satisfy any **3** of the rules below:" followed by another bulleted list: "• Must have at least **1** lowercase character", "• Must have at least **1** uppercase character", "• Must have at least **1** numeric character", and "• Must have at least **1** special character". Below the rules, there are four input fields: "Email Address" (containing "Tivi7676@stu.sicc.edu"), "Requested Action" (containing "Reset Password"), "New Password", and "Confirm Password". At the bottom, there are two buttons: "Continue" and "Cancel".

7. Once you see "Password Successfully Set" message, click on the Continue button. You have finished the Identity Verification process. The Enrollment Process will automatically start

The screenshot shows a web form titled "SJECED SECURE LOGIN - SELF SERVICE". Below the title, there is a green box with the text "Password Reset Successfully" and a blue link labeled "Continue".

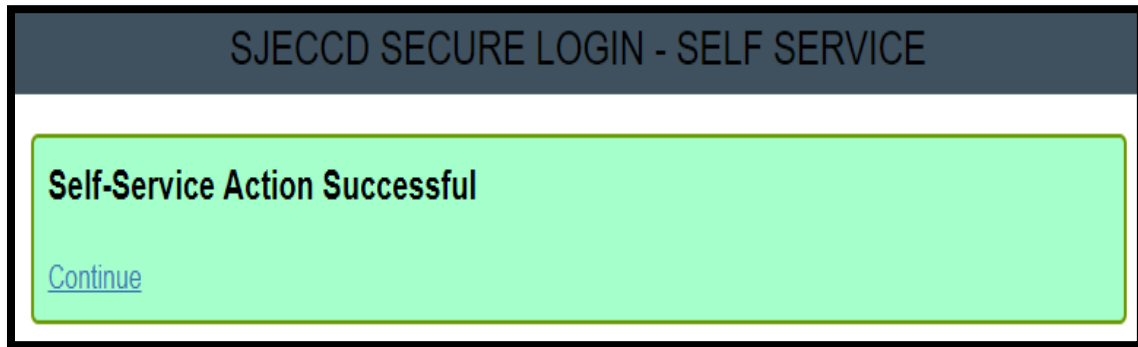
- 8. If you are logging in for the first time, you will go through the Single Sign-On enrollment process. Select Continue.

The screenshot shows a web form titled "SJECCD SECURE LOGIN - ENROLLMENT". Below the title is the instruction: "Please enter your current password and click the button below to enroll your challenge answers." There are two input fields: "Email Address" containing "Tivi7676@stu.sjcc.edu" and "Password" containing "*****". A dark blue "Continue" button is located at the bottom of the form.

- 9. Select three predefined questions and enter your answers to them.

The screenshot shows a web form titled "SJECCD SECURE LOGIN - SELF SERVICE". Below the title is the instruction: "Please answer at least 3 of the 10 questions below. NOTE: Answers must be at least 3 characters long." There is an "Email Address" field containing "Tivi7676@stu.sjcc.edu". Below it are three question dropdown menus: "2) What town/city were you born?", "4) What is your favorite color?", and "6) What is your high school's mascot?". Each dropdown has an empty text input field below it. A dark blue "Cancel" button is at the bottom right. At the bottom left, it says "Answers remaining: 3 optional".

10. Click the Continue button.

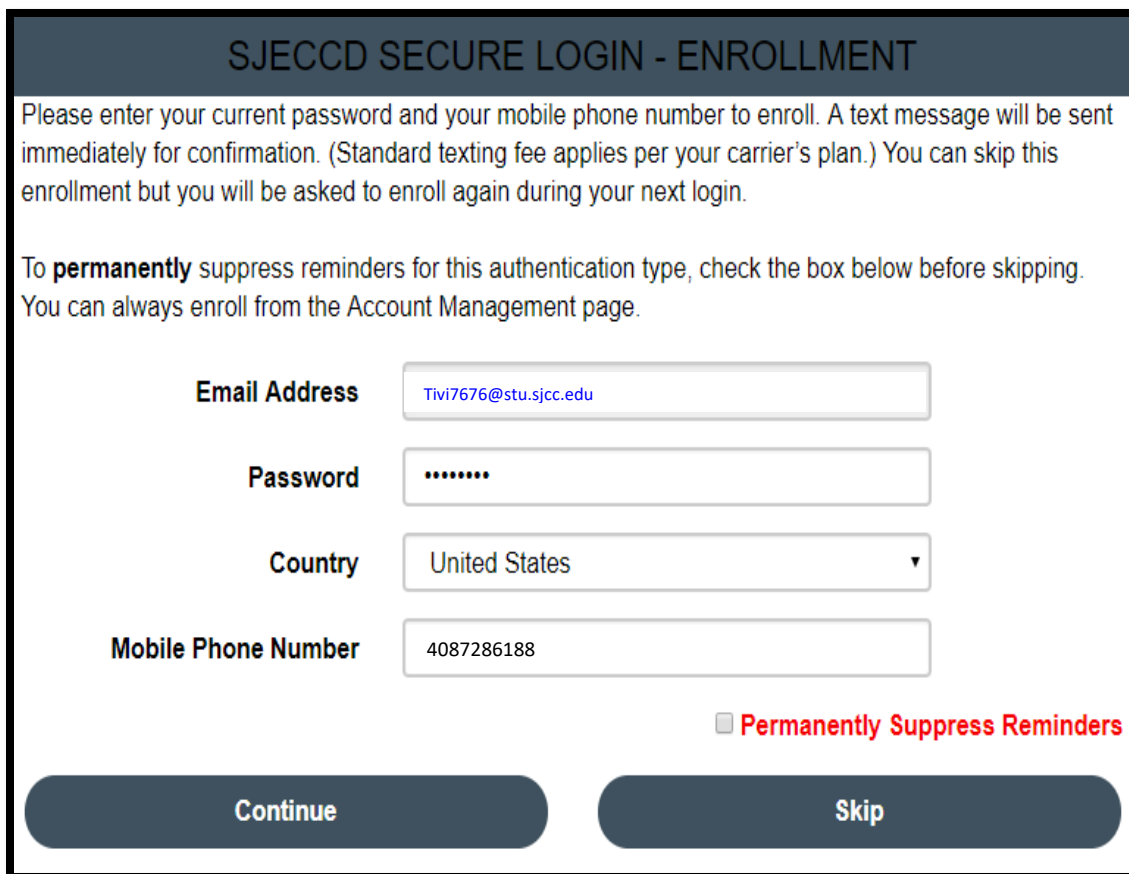


SJECCD SECURE LOGIN - SELF SERVICE

Self-Service Action Successful

[Continue](#)

11. On the Mobile Phone page, enter in your mobile phone number. Select Continue.



SJECCD SECURE LOGIN - ENROLLMENT

Please enter your current password and your mobile phone number to enroll. A text message will be sent immediately for confirmation. (Standard texting fee applies per your carrier's plan.) You can skip this enrollment but you will be asked to enroll again during your next login.

To **permanently** suppress reminders for this authentication type, check the box below before skipping. You can always enroll from the Account Management page.

Email Address

Password

Country

Mobile Phone Number

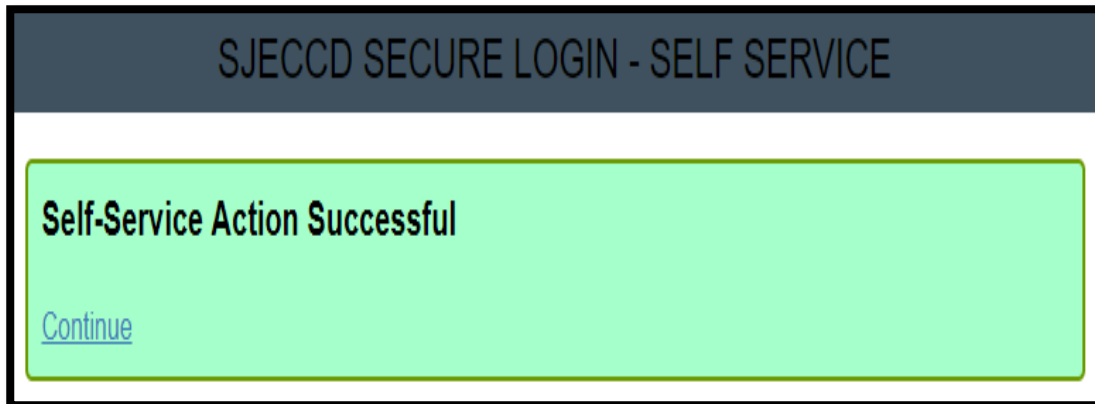
Permanently Suppress Reminders

Continue **Skip**

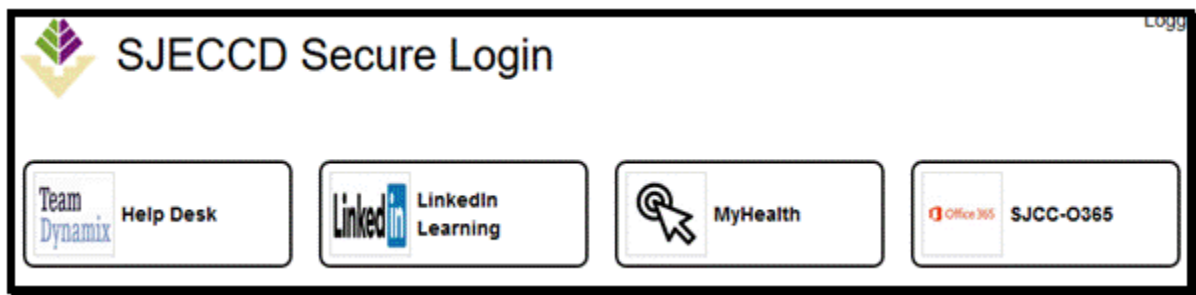
- 12. A one-time passcode (OTP) will be sent to your mobile phone. Check your mobile phone for the OTP passcode. Enter the OTP passcode it into the One-Time-Passcode field (standard texting fee may apply per your carrier). Select Continue.

The screenshot shows a web form titled "SJECCD SECURE LOGIN - SELF SERVICE". Below the title, a message states: "A One Time Passcode (OTP) has been sent to your mobile phone. It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue." There are two input fields: "Email Address" with the value "Tivi7676@stu.sicc.edu" and "One Time Passcode" with the value "42553713". Below the second field is a link: "Other One Time Passcode (OTP) Options". At the bottom, there are two buttons: "Continue" and "Cancel".

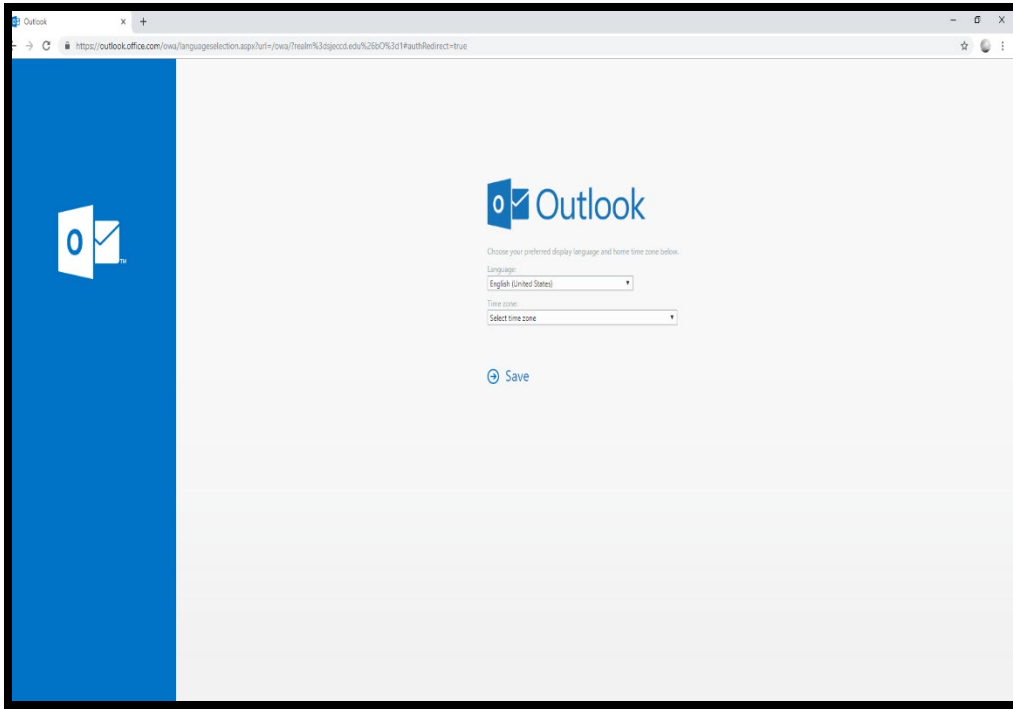
- 13. Select Continue.



- 14. You have finished the enrollment process and should now be viewing the SJECCD Secure Login Welcome page. Click on the app for example Office 365 icon.



15. If this your first time logging into the Office 365 Outlook, you will be asked to put in your language and Time Zone preferences. Enter in **Pacific Time** and select **Save**.



16. You should now be in Office 365 Outlook.

