Single Sign-On Registration Instructions

Directions for accessing Single Sign-on and Office 365. For assistance, contact the SJECCD ITSS Help Desk 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, contact the ITSS Help Desk at https://services.sjeccd.edu/tdclient/home/) or by phone 408-270-6411

3. 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.

4. **Identification Verification Process** (This only needs to be done the first time you login.) Select Unlock/Reset Password option.
5. Select “Reset Password” then click on Continue button.

6. 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.
7. 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

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

10. Select three predefined questions and enter your answers to them.
11. Click the Continue button.

12. On the Mobile Phone page, enter in your mobile phone number. Select Continue.
13. A one-time passcode (OTP) will be sent to your mobile phone. Check your mobile phone for the OTP passcode. Enter the OTP passcode into the One-Time-Passcode field (standard texting fee may apply per your carrier). Select Continue.

![SJECCD Secure Login - Self Service](image)

14. Select Continue.

![SJECCD Secure Login - Self Service](image)

15. 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.
16. 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.

17. You should now be in Office 365 Outlook.