

## Single Sign-On Instructions for Accessing Office 365

For assistance, contact the ITSS Help Desk at 408-270-6411, [itss.helpdesk@sjeccd.edu](mailto:itss.helpdesk@sjeccd.edu), or online at <https://services.sjeccd.edu/tdclient/home/>.

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

Your **Student Network Account** is [MyWebID@stu.evc.edu](mailto:MyWebID@stu.evc.edu) for EVC students and [MyWebID@stu.sjcc.edu](mailto:MyWebID@stu.sjcc.edu) for SJCC students. This is also your Office 365 email address if you request it. Here are examples: [tivi7676@stu.evc.edu](mailto:tivi7676@stu.evc.edu) (EVC student), [tivi7676@stu.sjcc.edu](mailto:tivi7676@stu.sjcc.edu) (SJCC student).


You will use your **Student Network Account** – which looks like an email address – for logging into SJECCD SECURE LOGIN to access SJECCD provided resources.

2. To login the first time, click on the **Unlock/Reset Password** button. This will take you through an identification verification and enrollment process.

## SJECCD SECURE LOGIN

**Email Address**

**Password**

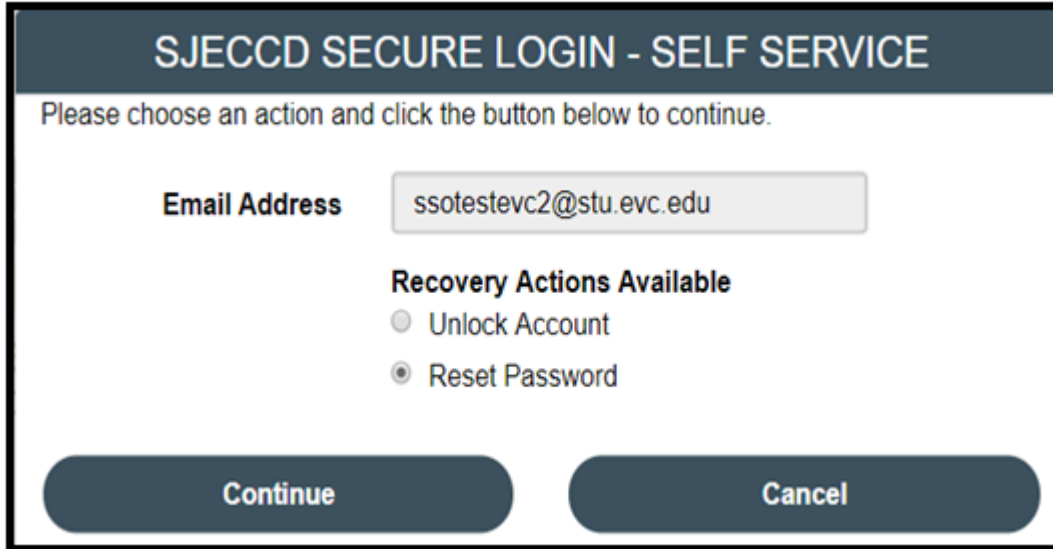


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COMMUNITY COLLEGE DISTRICT

First time sign-in for students, please visit our ITSS Help Desk portal [Knowledge Base](#) for Single Sign-On Instructions.

**Login**      **Change Password**      **Unlock/Reset Passw**

3. Select “Reset Password” then click on the **Continue** button.



**SJECCD SECURE LOGIN - SELF SERVICE**

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

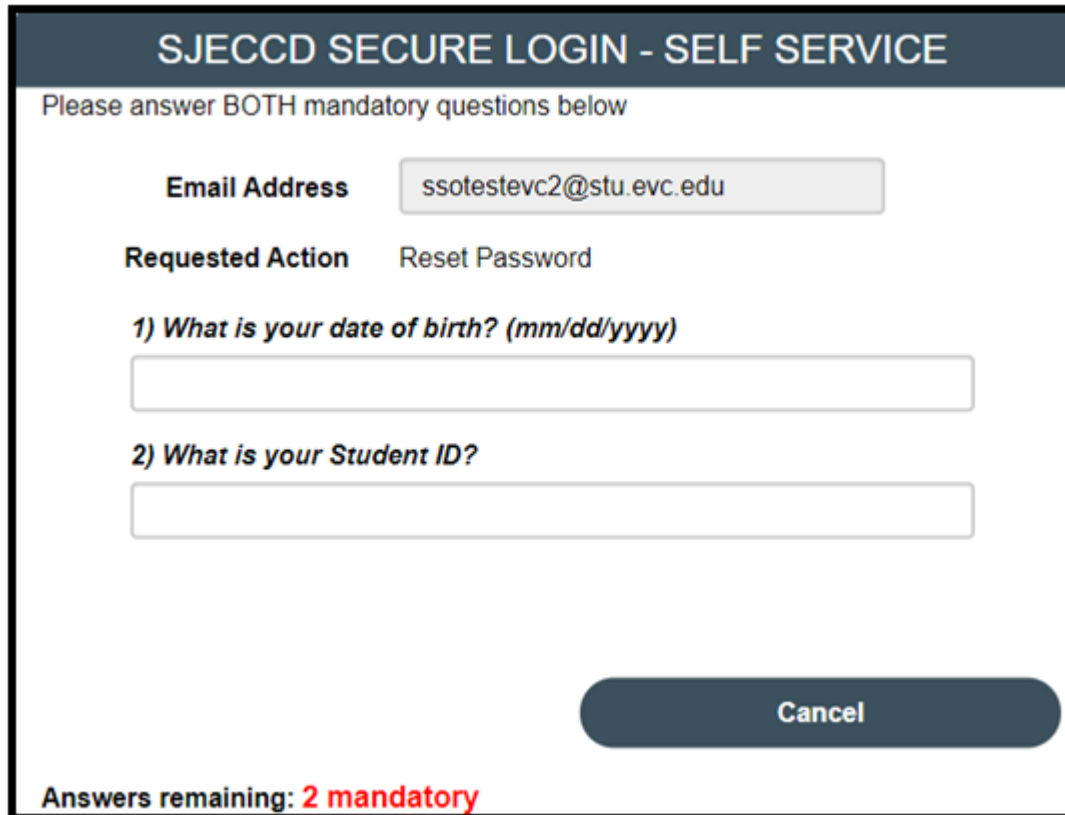
**Email Address**

**Recovery Actions Available**

- Unlock Account
- Reset Password

**Continue** **Cancel**

4. Enter your date of birth using this format (MMDDYYYY). For example, if you were born on March 1, 2002, you would enter, 03012002. Next, enter your seven digit Student ID number with the leading 0 in the front. Once both fields have been completed, 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?**

**Cancel**

Answers remaining: **2 mandatory**

5. Enter in your password in the New Password and Confirm Password boxes. The password must meet the Password Complexity Rules (see below). Then, click on the **Continue** button

### SJECCD SECURE LOGIN - SELF SERVICE

Please enter your new password in the fields below.

#### Password Complexity Rules

Your new password must **always** satisfy the following rules:

- Must be at least **8** characters long
- Must pass Active Directory strength policy
  - Must be at least **6** characters long
  - Must not contain any parts of your name
  - Must contain characters from at least **3** of the following categories:
    1. English uppercase characters (A - Z)
    2. English lowercase characters (a - z)
    3. Base 10 digits (0 - 9)
    4. Non-alphanumeric (!, \$, #, or %)

It must also satisfy any **3** of the rules below:

- Must have at least **1** lowercase character
- Must have at least **1** uppercase character
- Must have at least **1** numeric character
- Must have at least **1** special character

<b>Email Address</b>	<input type="text" value="ssotestevc2@stu.evc.edu"/>
<b>Requested Action</b>	Reset Password
<b>New Password</b>	<input type="password"/>
<b>Confirm Password</b>	<input type="password"/>

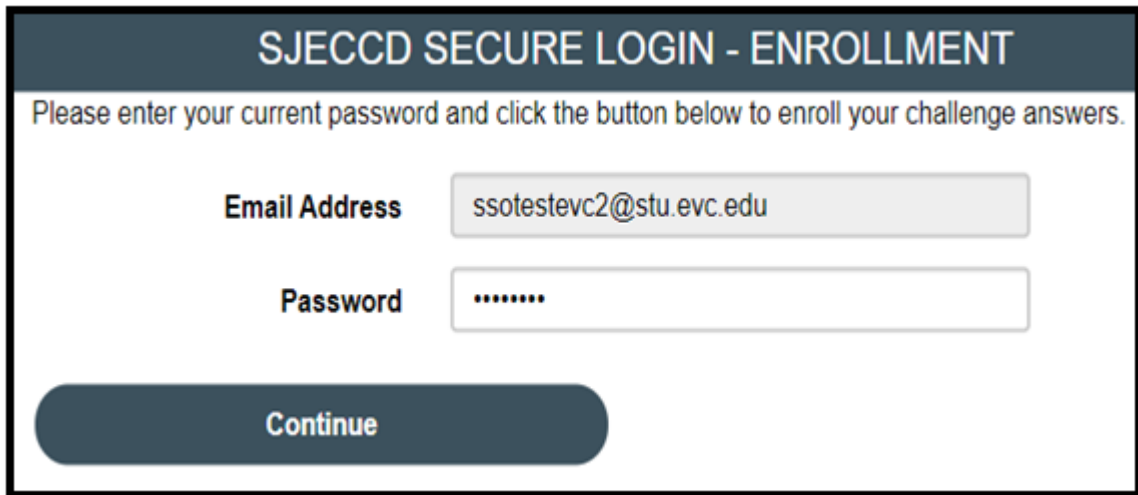
6. Once you see "Password Reset Successfully" message, click on the **Continue** button. You have finished the Identity Verification process. Next, the Enrollment Process will automatically start.

### SJECCD SECURE LOGIN - SELF SERVICE

#### Password Reset Successfully

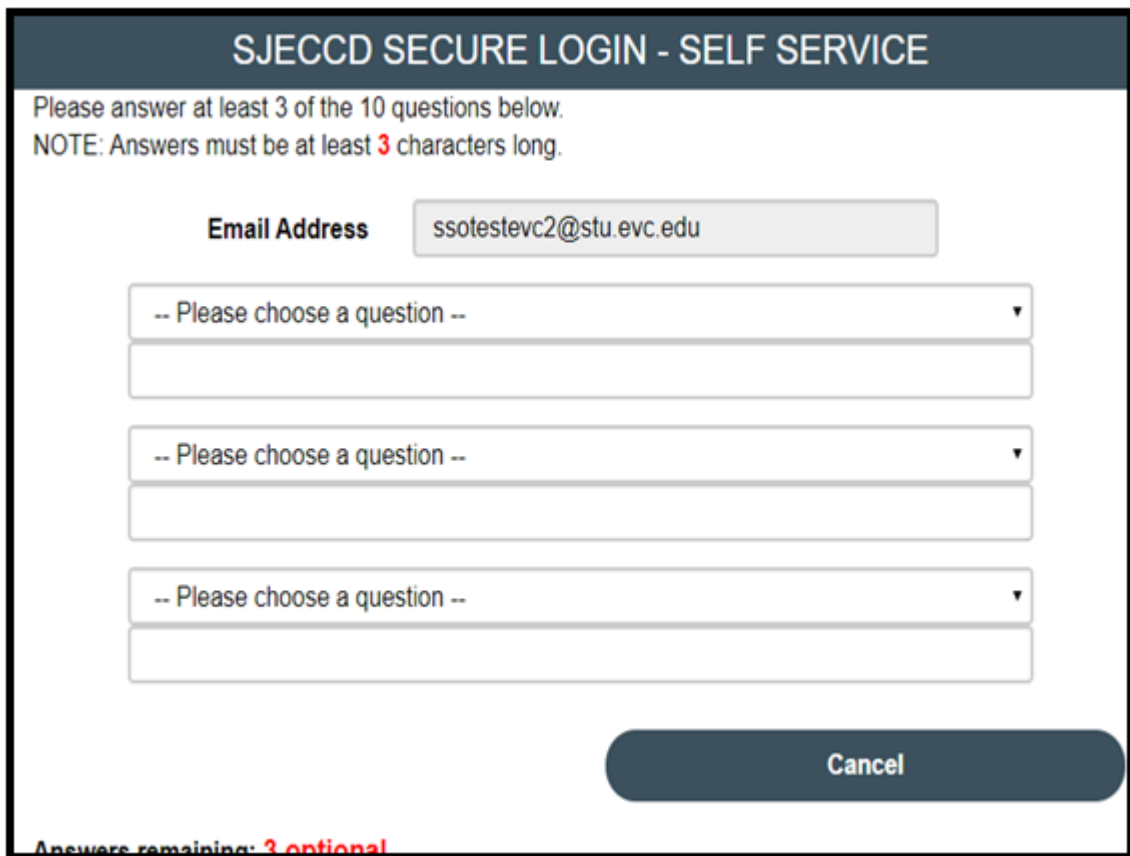
[Continue](#)

7. The first time you login, you will go through the SJECCD Secure Login enrollment process. Enter your **Student Network Account** username (looks like an email address) and your new password and select **Continue**.



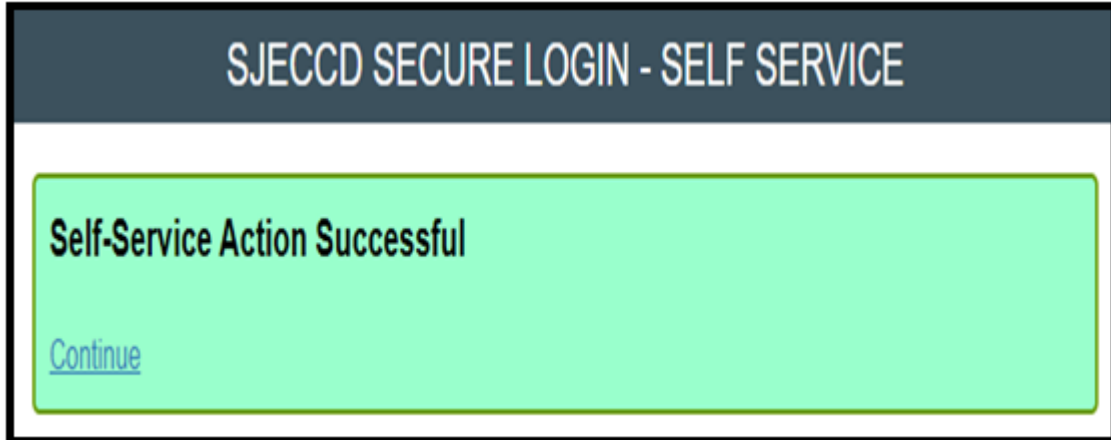
The screenshot shows a web form titled "SJECCD SECURE LOGIN - ENROLLMENT". Below the title is a dark blue header bar with the text "SJECCD SECURE LOGIN - ENROLLMENT" in white. Underneath the header, there is a light blue instruction: "Please enter your current password and click the button below to enroll your challenge answers." The form contains two input fields: "Email Address" with the value "ssotestevc2@stu.evc.edu" and "Password" with a masked value of "\*\*\*\*\*". At the bottom of the form is a dark blue button with the text "Continue" in white.

8. Select three predefined questions and enter your answers to them. Next, click **Continue** .



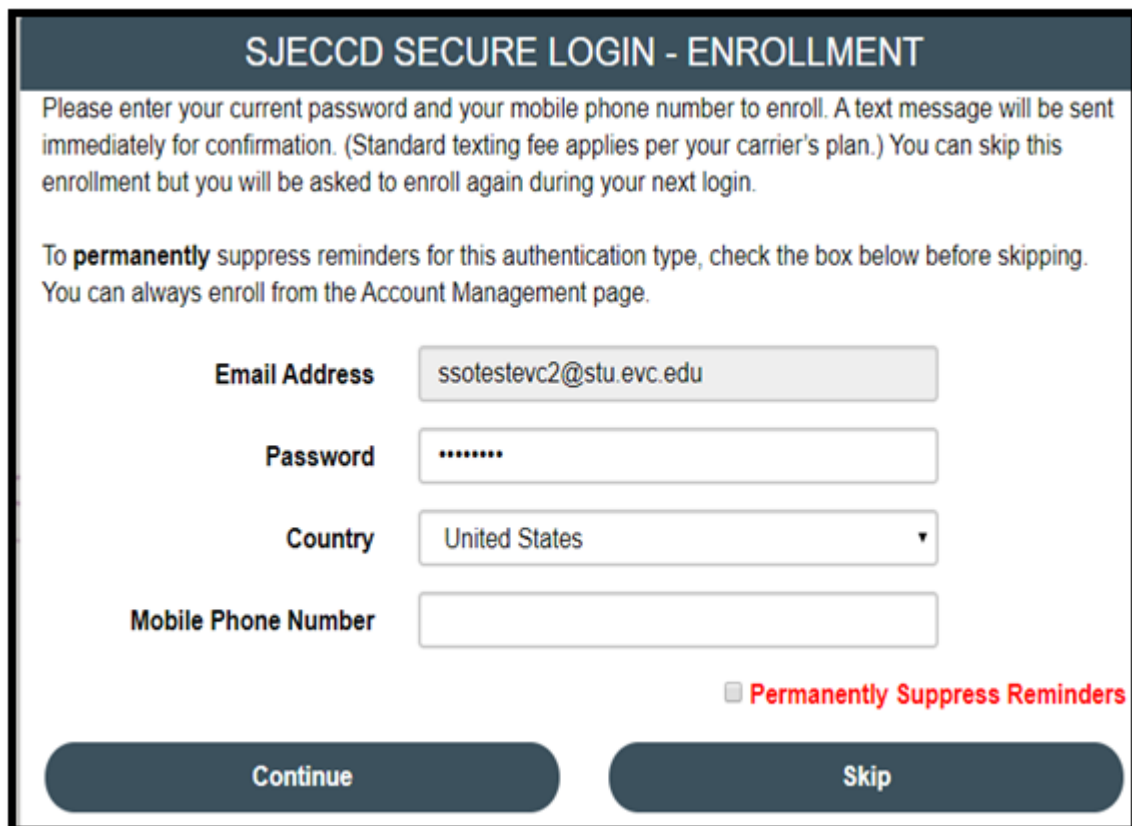
The screenshot shows a web form titled "SJECCD SECURE LOGIN - SELF SERVICE". Below the title is a dark blue header bar with the text "SJECCD SECURE LOGIN - SELF SERVICE" in white. Underneath the header, there is a light blue instruction: "Please answer at least 3 of the 10 questions below." followed by a note: "NOTE: Answers must be at least 3 characters long." The form contains an "Email Address" field with the value "ssotestevc2@stu.evc.edu". Below this are three dropdown menus, each with the text "-- Please choose a question --" and a downward arrow. Each dropdown menu is followed by a text input field for the answer. At the bottom right of the form is a dark blue button with the text "Cancel" in white. At the bottom left of the form, there is a red text label: "Answers remaining: 3 optional".

9. Click **Continue** once you receive the 'Self-Service Action Successful' message.



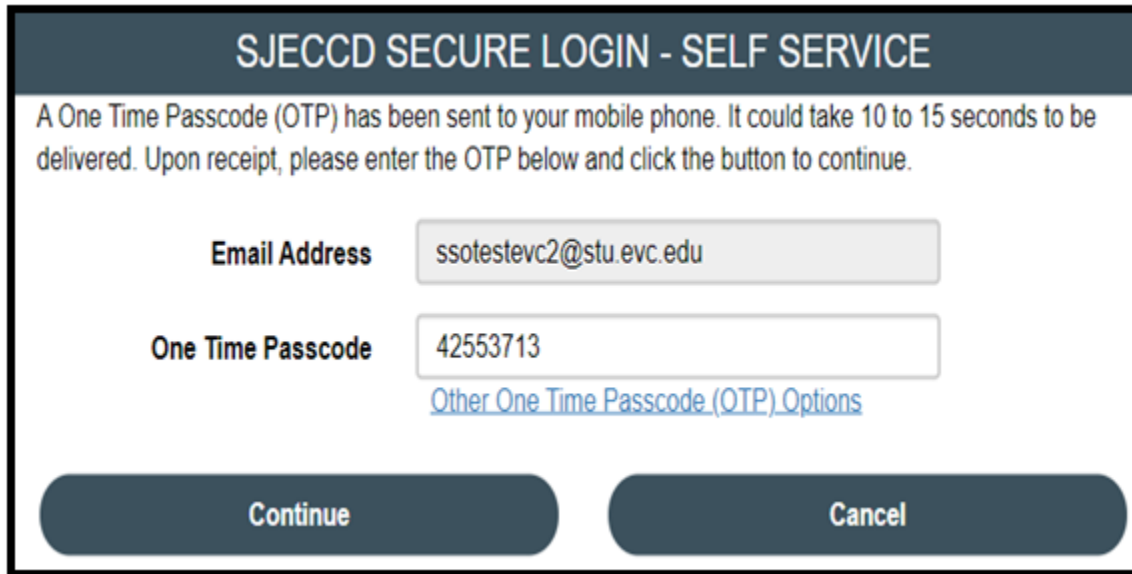
10. On the Mobile Phone page, you will need your mobile phone close by before proceeding.

Enter in your mobile phone number and select **Continue**. (If you don't have a mobile phone number or do not want to provide it, click **Skip**.)

A screenshot of a web page titled "SJECCD SECURE LOGIN - ENROLLMENT". The page contains the following elements:

- A paragraph of instructions: "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."
- A note: "To **permanently** suppress reminders for this authentication type, check the box below before skipping. You can always enroll from the Account Management page."
- Four input fields:
  - Email Address**: A text box containing "ssotestevc2@stu.evc.edu".
  - Password**: A text box with masked characters "\*\*\*\*\*".
  - Country**: A dropdown menu showing "United States".
  - Mobile Phone Number**: An empty text box.
- A checkbox labeled "Permanently Suppress Reminders" in red text, which is currently unchecked.
- Two large, dark blue buttons at the bottom: "Continue" on the left and "Skip" on the right.

11. If a mobile phone number was provided, a one-time passcode (OTP) will be sent to your mobile phone. Check your mobile phone for the OTP passcode and enter it into the One-Time-Passcode field (standard texting fee may apply per your carrier). Click on the **Continue** button.



**SJECCD SECURE LOGIN - SELF SERVICE**

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.

**Email Address**

**One Time Passcode**

[Other One Time Passcode \(OTP\) Options](#)

**Continue** **Cancel**

12. Click **Continue** once you receive the 'Self-Service Action Successful' message.



**SJECCD SECURE LOGIN - SELF SERVICE**

**Self-Service Action Successful**

[Continue](#)

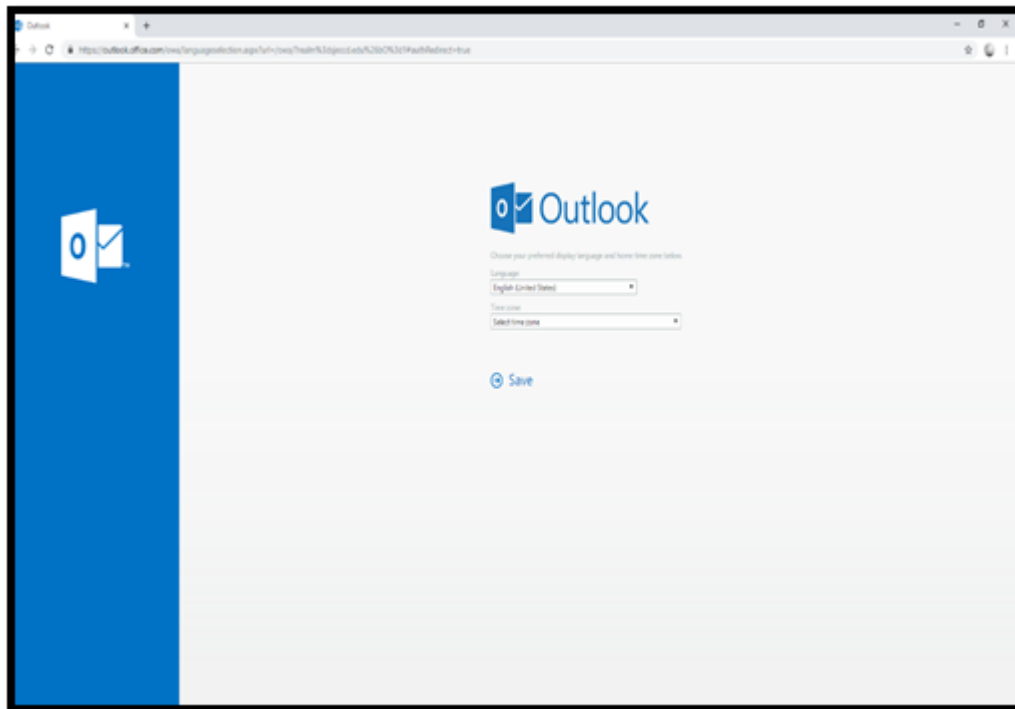
13. **You have finished the enrollment process** and should now be viewing the SJECCD Secure Login Welcome page. To access the apps available from this page, simply click on an app icon.



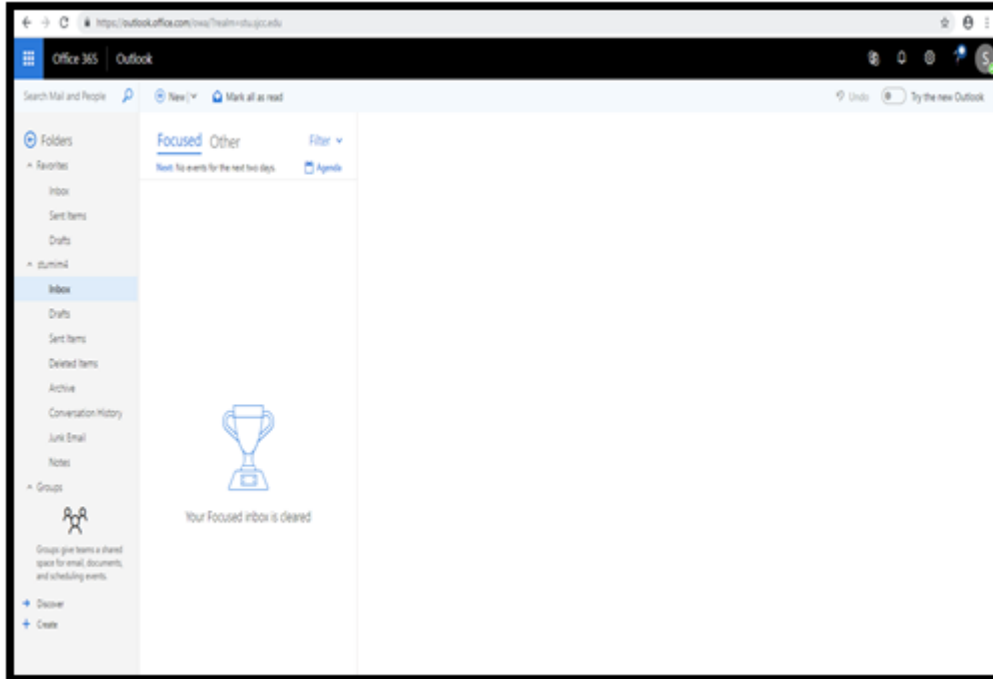
### Steps 14 and 15 below are for accessing Office365 Outlook

14. To access Office365, simply click on the app icon EVC-O365, (for SJCC students, it will display, SJCC-O365).

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



15. You should now be in Office 365 Outlook.



16. To logout, click on the top right corner where your 'initials' icon appears and select Sign Out. Then, please wait for the session to completely end stating that you have been successfully logged out. Finally, exit out the browser – close all windows. It is important to Sign Out of resources completely when using a browser on shared computers such as labs at the college campuses or any public place.