

EVC/SJCC Student Network Account Setup

Your student network account is created automatically when your college admissions application is processed. It is used to access selected EVC/SJCC resources such as the library databases, campus Wi-Fi, and Office 365 (if requested). Eventually, it will be used to access MyWeb and Canvas.

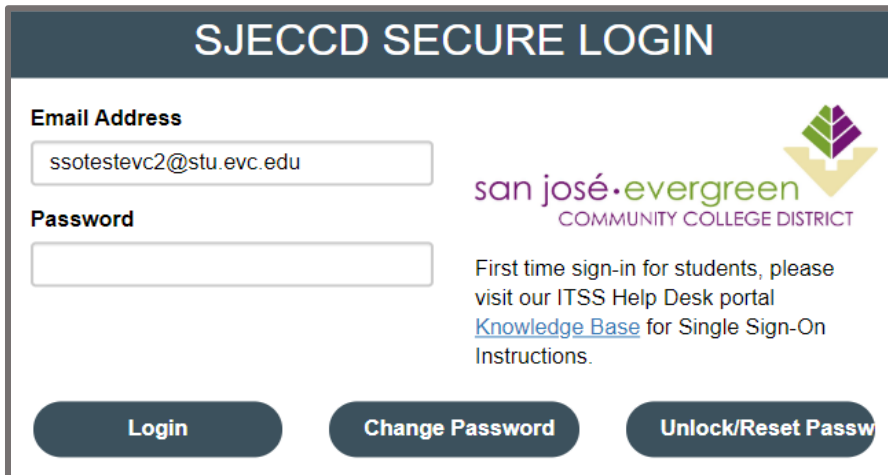
The format of your student network account is dependent on your primary college:

- EVC Students: MyWebID@stu.evc.edu (e.g., tivi7676@stu.evc.edu)
- SJCC Students: MyWebID@stu.sjcc.edu (e.g., bepr4843@stu.sjcc.edu)

If you have an Office 365 account, your student network account username is your Office 365 email address. If desired, login to MyWeb to request an Office 365 account.

In order to use your student network account for the first time, you will need to complete a verification process and select a password.

1. Open a browser and go to, <https://sso.sjeccd.edu>
2. To login the first time, select the **Unlock/Reset Password** button. This will take you through an identification verification and enrollment process.



SJECCD SECURE LOGIN

Email Address

Password

san josé evergreen
COMMUNITY COLLEGE DISTRICT

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

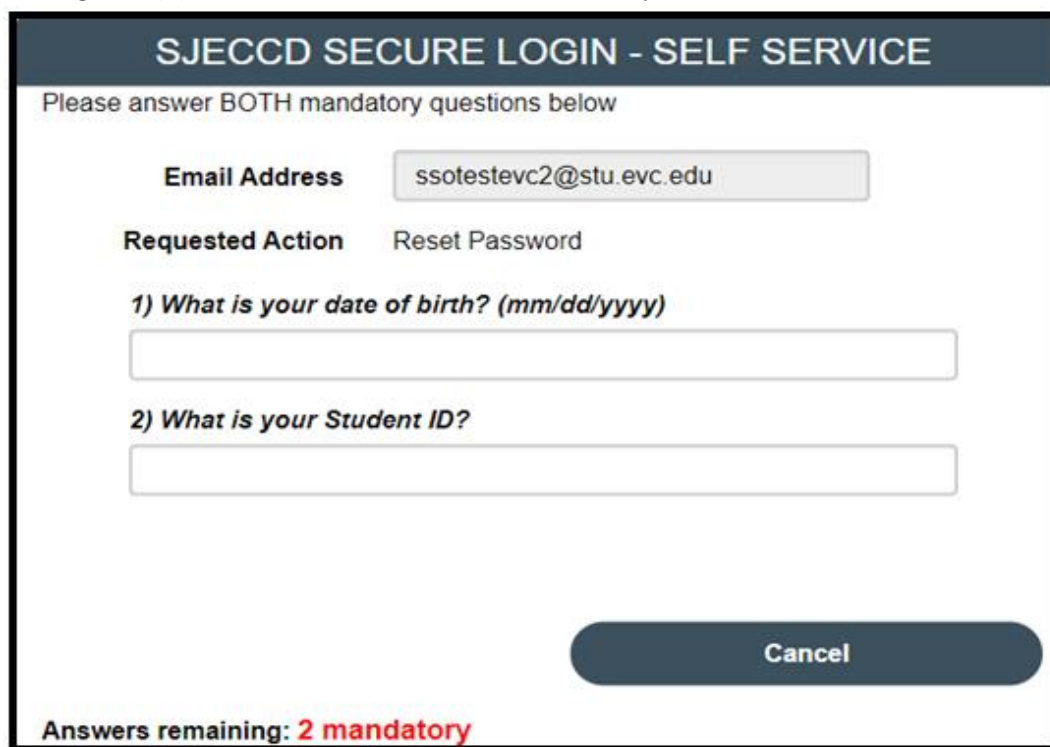
Login **Change Password** **Unlock/Reset Password**

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



The screenshot shows a web form titled "SJECCD SECURE LOGIN - SELF SERVICE". Below the title, it says "Please choose an action and click the button below to continue." There is a text input field for "Email Address" containing "ssotestevc2@stu.evc.edu". Below this, under the heading "Recovery Actions Available", there are two radio button options: "Unlock Account" and "Reset Password". The "Reset Password" option is selected. At the bottom, there are two buttons: "Continue" and "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 zero (0) in the front. Once both fields are complete, click **Continue**.



The screenshot shows the same web form as before, but now it says "Please answer BOTH mandatory questions below". The "Email Address" field still contains "ssotestevc2@stu.evc.edu". Below it, the "Requested Action" is set to "Reset Password". There are two mandatory questions: "1) What is your date of birth? (mm/dd/yyyy)" and "2) What is your Student ID?". Each question has a corresponding text input field. At the bottom right, there is a "Cancel" button. At the bottom left, it says "Answers remaining: 2 mandatory".

5. Enter your desired password in the **New Password** and **Confirm Password** boxes. The password must meet the Password Complexity Rules (see below). Click **Continue**.

SJECED 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

Email Address

Requested Action Reset Password

New Password

Confirm Password

Continue **Cancel**

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

SJECED SECURE LOGIN - SELF SERVICE

Password Reset Successfully

[Continue](#)

7. The first time you login, you will go through the SJECED Secure Login Enrollment Process. Enter your student network account username (it looks like an email address), and your new password, and then click **Continue**.

SJECED SECURE LOGIN - ENROLLMENT

Please enter your current password and click the button below to enroll your challenge answers.

Email Address

Password

Continue

8. Select three predefined questions and enter your answers. Click **Continue**.

SJECCD SECURE LOGIN - SELF SERVICE

Please answer at least 3 of the 10 questions below.
NOTE: Answers must be at least 3 characters long.

Email Address: ssotestevc2@stu.evc.edu

-- Please choose a question --

-- Please choose a question --

-- Please choose a question --

Cancel

Answers remaining: 3 optional

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

SJECCD SECURE LOGIN - SELF SERVICE

Self-Service Action Successful

[Continue](#)

10. To enroll your mobile phone (optional), you will need your mobile phone nearby before proceeding. Enter your mobile phone number and click **Continue**. (If you do not have a mobile phone number or do not want to provide it, click Skip.)

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: ssotestevc2@stu.evc.edu

Password:

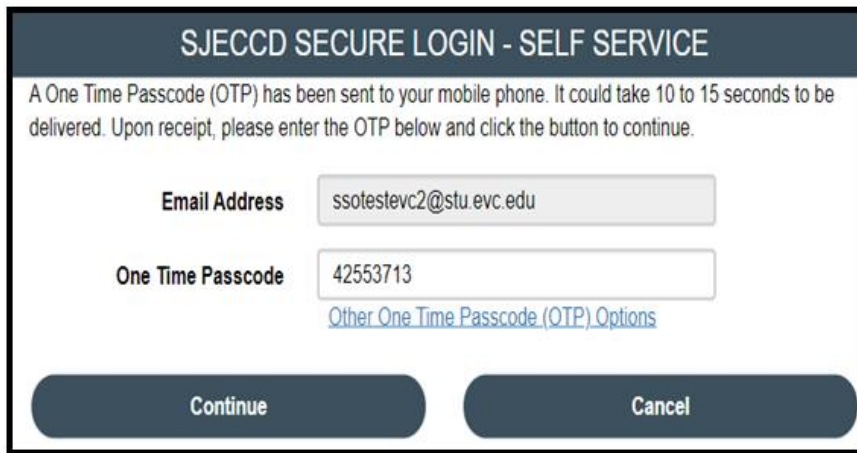
Country: United States

Mobile Phone Number:

☐ Permanently Suppress Reminders

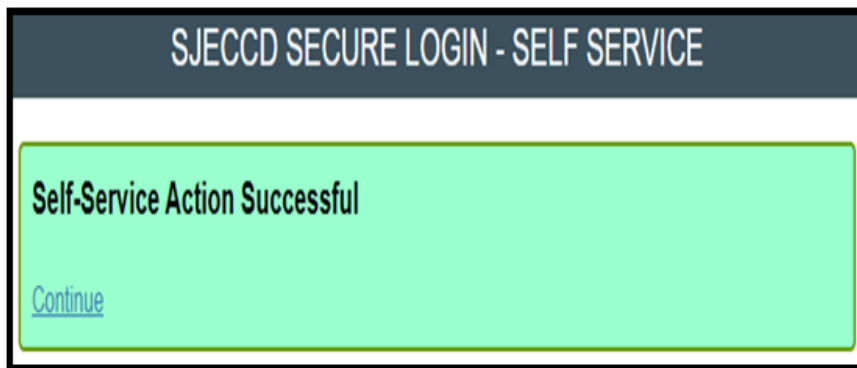
Continue Skip

11. If a mobile phone number was provided, a one-time passcode (OTP) will be sent to your mobile phone. Check for the OTP passcode and enter it into the One-Time-Passcode field (standard texting fee may apply per your carrier). Click **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." The form contains two input fields: "Email Address" with the value "ssotestevc2@stu.evc.edu" and "One Time Passcode" with the value "42553713". Below the OTP field is a blue hyperlink that reads "Other One Time Passcode (OTP) Options". At the bottom of the form are two buttons: "Continue" and "Cancel".

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



The screenshot shows the same web form as before, but now it displays a large green box with the text "Self-Service Action Successful" in bold. Below this message is a blue hyperlink that reads "Continue".

You may now use your EVC/SJCC student network account. To change your password, update your account, or access select resources, go to, <https://sso.sjeccd.edu>. For assistance, you may contact the **ITSS Help Desk** online at <https://services.sjeccd.edu/tdclient/home> or at 408-270-6411.

To access Library resources, simply visit the respective campus website SJCC: <https://www.sjcc.edu/current-students/library> or EVC: <https://www.evc.edu/library>