

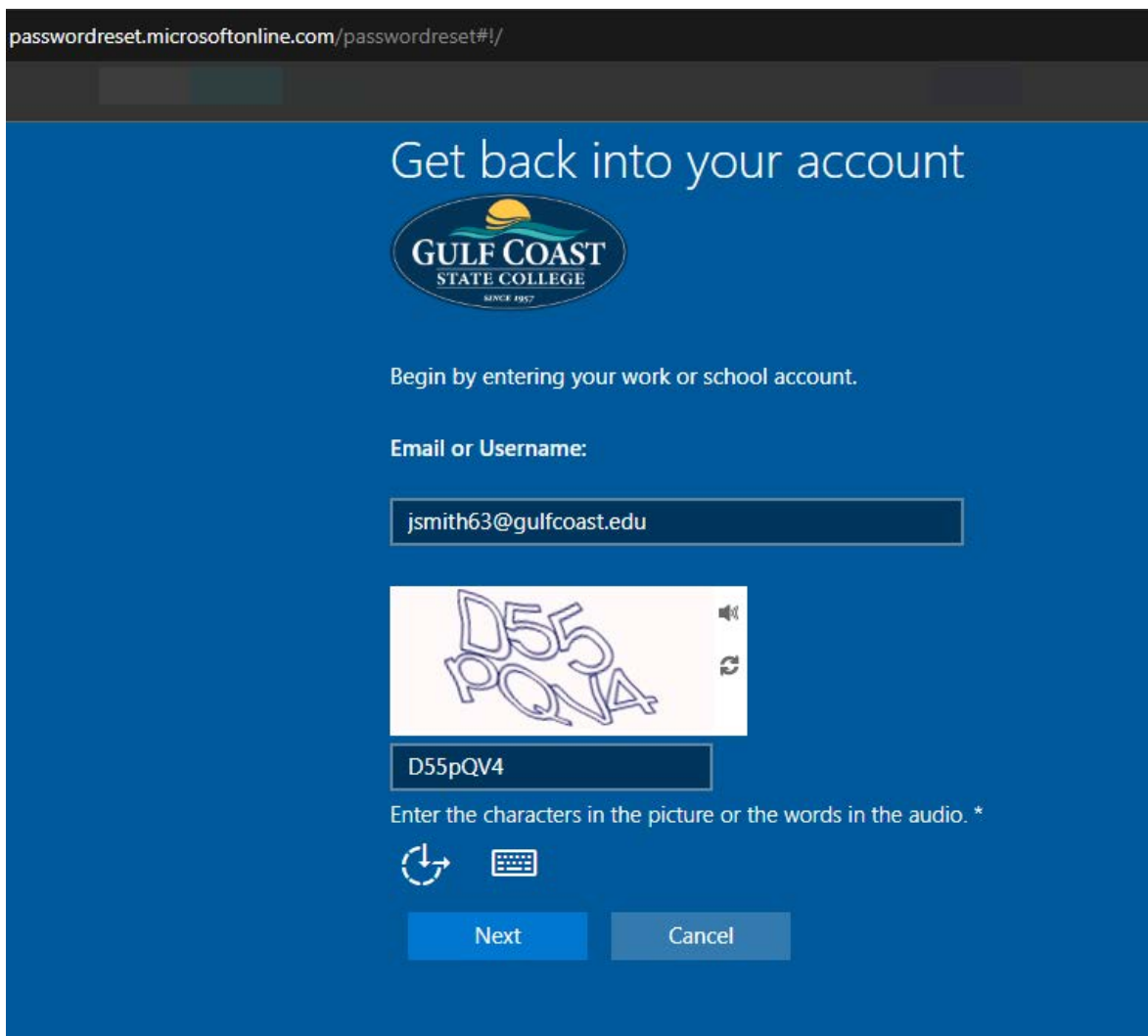
# Initially setting or resetting your account password with Microsoft

\*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 @gulfcoast.edu email address and fill in the captcha field

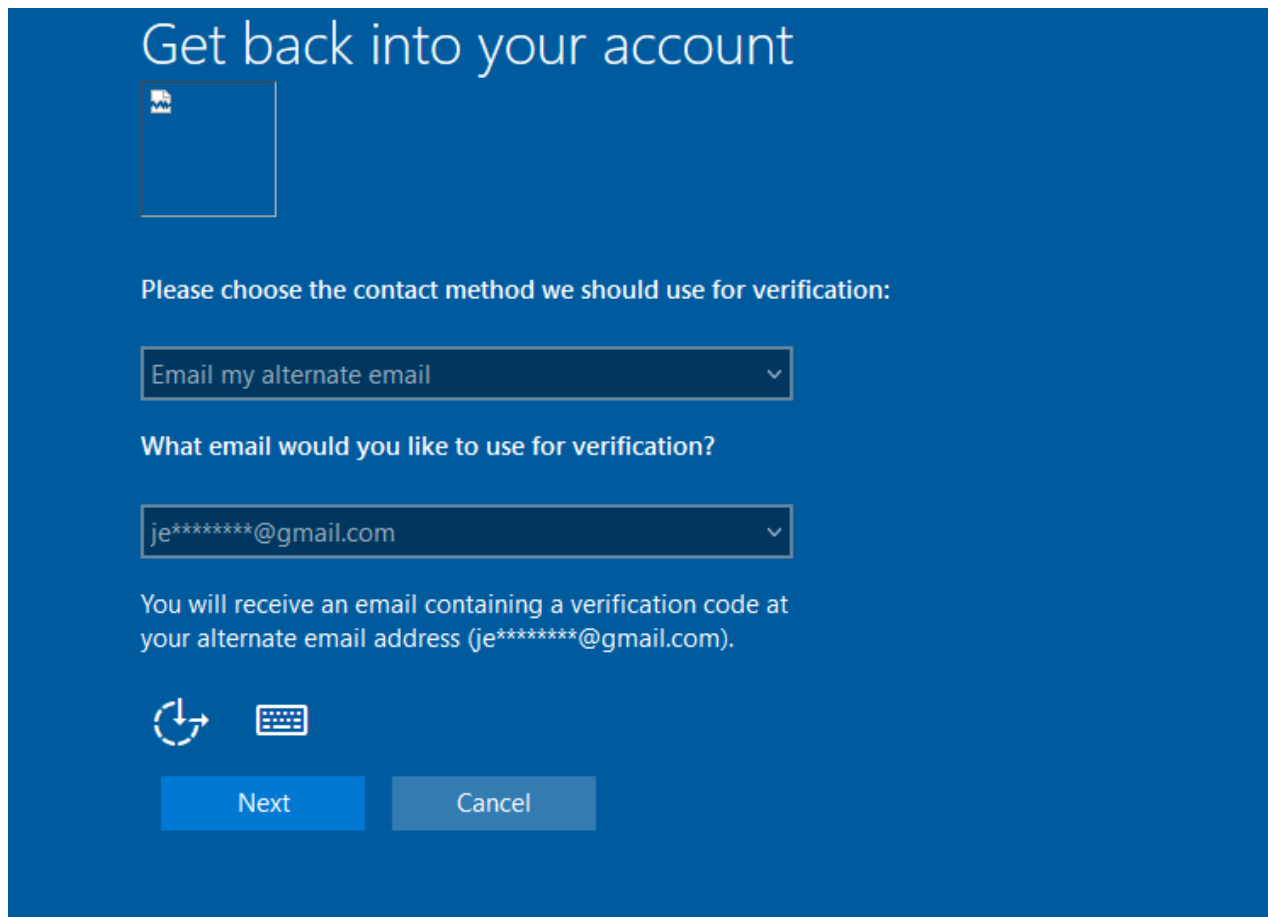


The screenshot shows a web browser window with the address bar containing "passwordreset.microsoftonline.com/passwordreset#!/". The main content area has a blue background with the heading "Get back into your account" and the Gulf Coast State College logo. Below the logo, the text reads "Begin by entering your work or school account." There is a label "Email or Username:" followed by a text input field containing "jsmith63@gulfcoast.edu". Below that is a CAPTCHA image showing the characters "D55PQV4" in a stylized font. To the right of the CAPTCHA image are icons for audio playback and refresh. Below the CAPTCHA image is a text input field containing "D55pQV4". Underneath the input field is the instruction "Enter the characters in the picture or the words in the audio. \*". At the bottom left are icons for a refresh button and a keyboard icon. At the bottom are two buttons: "Next" and "Cancel".

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



The screenshot shows a blue background with the title "Get back into your account" at the top. Below the title is a small square icon with a white outline. The main text reads "Please choose the contact method we should use for verification:". Below this is a dropdown menu with the text "Email my alternate email" and a downward arrow. The next question is "What email would you like to use for verification?". Below this is another dropdown menu with the text "je\*\*\*\*\*@gmail.com" and a downward arrow. A message states: "You will receive an email containing a verification code at your alternate email address (je\*\*\*\*\*@gmail.com).". At the bottom, there are two icons: a circular arrow and a keyboard icon. Below the icons are two buttons: "Next" (highlighted in blue) and "Cancel" (greyed out).

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

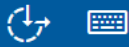
Once you've set your password, you can then log into to <https://mygcsc.gulfcoast.edu>

# 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