

# FCNET ACCOUNT SETUP



## SUMMARY

There are several steps that must be completed to take full advantage of your Fullerton College Network (FCNet) account privileges including Campus Email, cloud storage via OneDrive, collaboration via Teams and Microsoft Office Products such as Word and Excel. The first steps are to change your initial password, set up your contact information for Self-Service Password Reset (SSPR) in case you forget your password, and establish Multi-Factor Authentication (MFA) to make your account more secure.

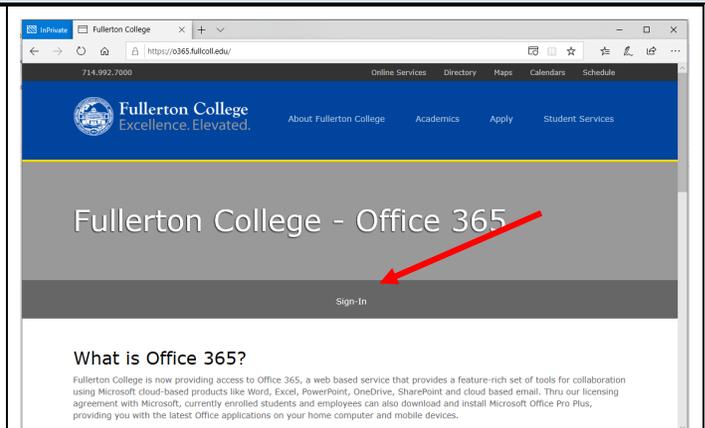
**Updated:** November 13<sup>th</sup>, 2020

## PREREQUISITES

- You will need to select one or more of the following recovery contact methods and have the information for them ready and available for use if you forget your password or are required to use Multi-Factor Authentication (MFA). You only need one of the following to be configured:
  - Personal Phone Number that can receive automated voice calls
  - Personal Phone Number that can receive SMS Text messages
- You will need to know your FCNet Email Address and initial password
  - You should have received these as an Account Letter from Academic Computing Technologies (ACT)

## INSTRUCTIONS:

1. With a browser on a Laptop or Desktop visit <https://o365.fullcoll.edu>
2. Click on Sign-In

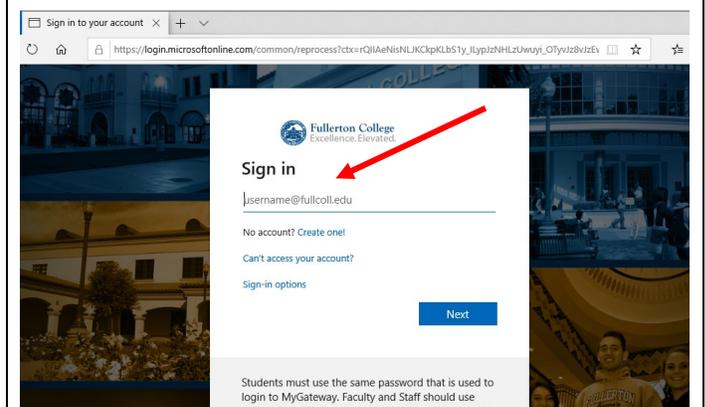


3. When signing in through <https://o365.fullcoll.edu> you should immediately see our Fullerton College branding.

If you are logging in via <https://office.com> or through a redirect in a link you may initially see generic Microsoft branding. Fullerton College branding will begin on the Password prompt screen.



4. Type in your FCNet email address, then click Next



5. If prompted, click on Work or school account

The screenshot shows the Fullerton College logo at the top. Below it, a message asks the user to select an account from Microsoft. Two options are presented: 'Work or school account' (Created by your IT department) and 'Personal account' (Created by you). The 'Work or school account' option is highlighted with a grey background.

6. If you have not seen the Fullerton College seal, logo, or branding by this point STOP. Verify that you are on the correct site, and/or clicked a valid link.

7. Type in your initial password then click Sign in

The screenshot shows the 'Enter password' screen for the email address bhornet@fullcoll.edu. It features a password input field, a 'Forgot my password' link, and a blue 'Sign in' button.

8. If your account is flagged to require a password change, you will see this screen prompting you to update your password, provide your current password and then type your new password twice.

Your new password must meet the following requirements:

- a. Must be at least 8 characters long
- b. Must include 3 of the following:
  - i. Lowercase characters
  - ii. Uppercase characters
  - iii. Numbers (0-9)
  - iv. Symbols or special characters such as:  
@ # \$ % ^ & \* - ! + = [ ] { } | \ : ' , . ? /  
` ~ " ( ) ;

The screenshot shows the 'Update your password' screen for the email address bhornet@fullcoll.edu. It includes a message explaining why the password needs to be updated, followed by three input fields for 'Current password', 'New password', and 'Confirm password'. A blue 'Sign in' button is located at the bottom right.

9. Upon first login, or after your account has had Multi-Factor Authentication (MFA) enabled, the system will prompt you to provide additional details that can be used to verify your identity. If your account already has alternative contact information you may not see screens #9-19

These additional details will be used by our Self-Service Password Reset (SSPR) system should you ever forget your password, or should your account require a password reset.

If you configure a phone number or use the Microsoft Authenticator application, then these values can be used for MFA to improve the security of your account and prevent malicious attackers from gaining access to your account.

10. Click Next



bhornet@fullcoll.edu

## More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

11. You may be prompted to install the Microsoft Authenticator App. This is the most secure and easiest option to use, and we recommend that you upgrade to this option later. To get your account configured as quickly as possible we suggest you setup your account to use SMS Text messaging with your phone for now.

Instructions on how to switch to the Microsoft Authenticator app are available on the FCNet website, and by request via our Help Desk.

12. Click on "I want to set up a different method"

13. From the drop-down menu, select Phone

14. Click Confirm

15. Type in your phone number, for example: 7149927000

- a. If you are an international student, or an employee traveling over seas you may need to adjust the country code as needed.

16. Click Next

The system will then text you a six-digit code. Please make note of this code for the next step.

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

#### Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

[Skip setup](#)

### Choose a different method

Which method would you like to use?

Phone

Cancel

Confirm

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

#### Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)

Enter phone number

Text me a code

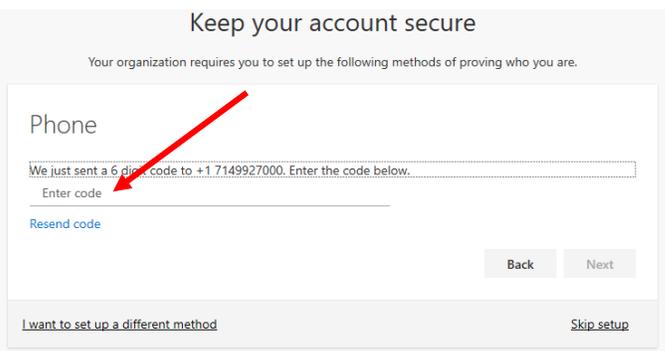
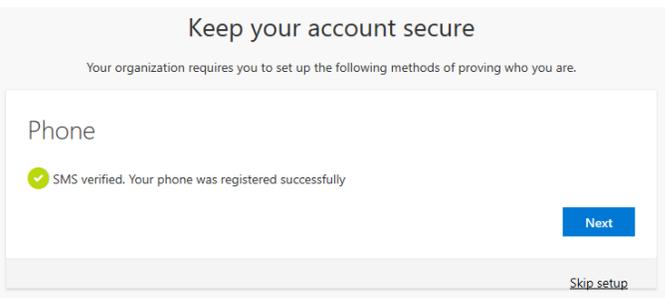
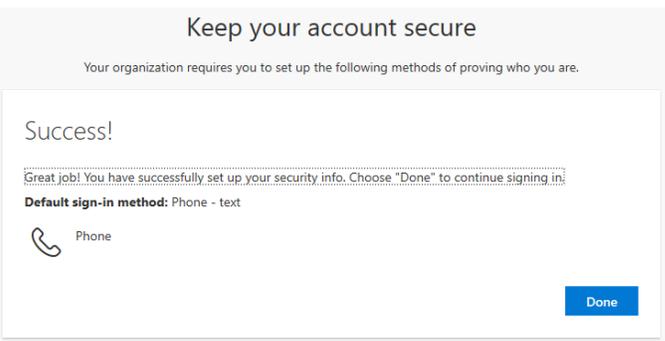
Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

[Skip setup](#)

<p>17. Type in the six-digit code that was emailed to you.</p> <p>Click Next</p>	 <p>Keep your account secure</p> <p>Your organization requires you to set up the following methods of proving who you are.</p> <p>Phone</p> <p>We just sent a 6 digit code to +1 7149927000. Enter the code below.</p> <p>Enter code</p> <p>Resend code</p> <p>Back Next</p> <p><a href="#">I want to set up a different method</a> <a href="#">Skip setup</a></p>
<p>18. You will receive a notice that your phone was registered successfully.</p> <p>Click Next</p>	 <p>Keep your account secure</p> <p>Your organization requires you to set up the following methods of proving who you are.</p> <p>Phone</p> <p> SMS verified. Your phone was registered successfully</p> <p>Next</p> <p><a href="#">Skip setup</a></p>
<p>19. This method will be set as your default choice for login verification for Self-Service Password Reset (SSPR) and Multi-Factor Authentication (MFA).</p> <p>Click Done</p>	 <p>Keep your account secure</p> <p>Your organization requires you to set up the following methods of proving who you are.</p> <p>Success!</p> <p>Great job! You have successfully set up your security info. Choose "Done" to continue signing in.</p> <p>Default sign-in method: Phone - text</p> <p>Phone</p> <p>Done</p>
<p>20. You may be prompted with an option to Stay signed in. To improve the security of the system, and to allow you to switch between accounts should you have an account from another institution that also uses Office 365, we recommend you check the box for "Don't show this again" and then click on No.</p>	 <p> Fullerton College Excellence. Elevated.</p> <p>bhornet@fullcoll.edu</p> <p>Stay signed in?</p> <p>Do this to reduce the number of times you are asked to sign in.</p> <p><input type="checkbox"/> Don't show this again</p> <p>No Yes</p>

## ADDITIONAL INFORMATION AND SUPPORT

Congratulations, your account is now ready for use.

If you encountered any difficulties while setting up your account, if you have any questions, or would like additional information about using your account please visit the FCNet website at <https://fcnet.fullcoll.edu> or contact the Academic Computing Technologies (ACT) Help Desk via email at [helpdesk@fullcoll.edu](mailto:helpdesk@fullcoll.edu) or by calling 714-992-7111