

HOW TO CHANGE YOUR FCNET PASSWORD



SUMMARY

These instructions explain how to log into your FCNet account from the Fullerton College webpage and change your password.

Updated: May 7, 2021

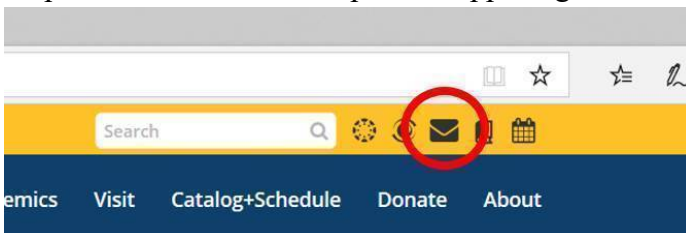
PREREQUISITES

- FCNet account i.e. jdoe@fullcoll.edu
- Current FCNet Password

INSTRUCTIONS:

Step 1. Click on this link to go to the Fullerton College home page <https://www.fullcoll.edu/>

Step 2. Click on the envelop in the upper right corner of the page.



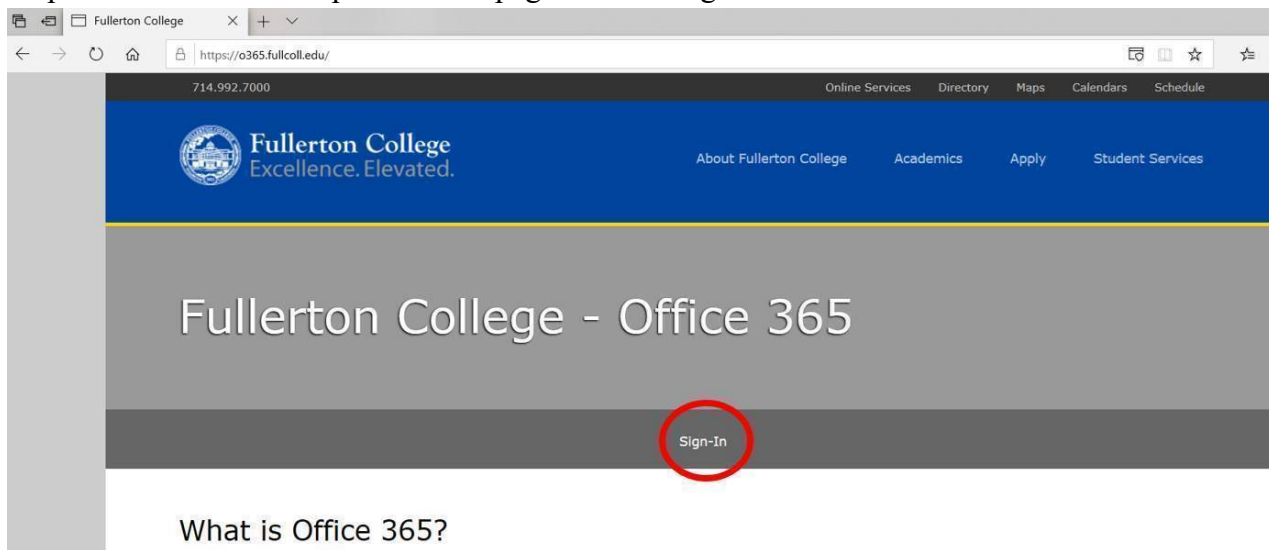
Step 3. Click on the link that says <https://o365.fullcoll.edu>

Campus Email

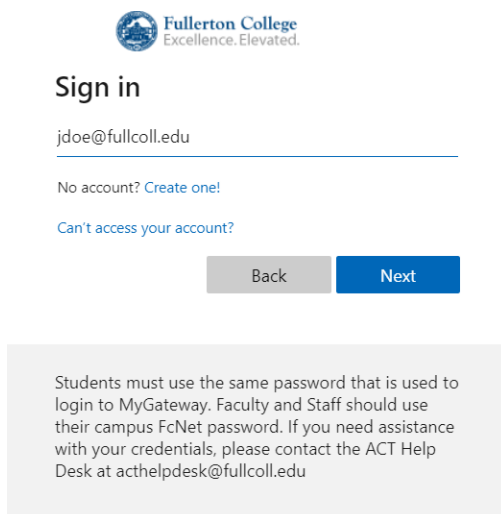
Fullerton College provides access to **Office 365**, a web based service that provides a feature-rich set of tools for collaboration using Microsoft cloud-based products like Word, Excel, PowerPoint, OneDrive, SharePoint, Teams and cloud based email.

To access email via Office 365, go to the sign on portal at: <https://o365.fullcoll.edu>

Step 4. Near the center top half of the page click on Sign-In



Step 5 Type in your Fullerton College email address and click on Next



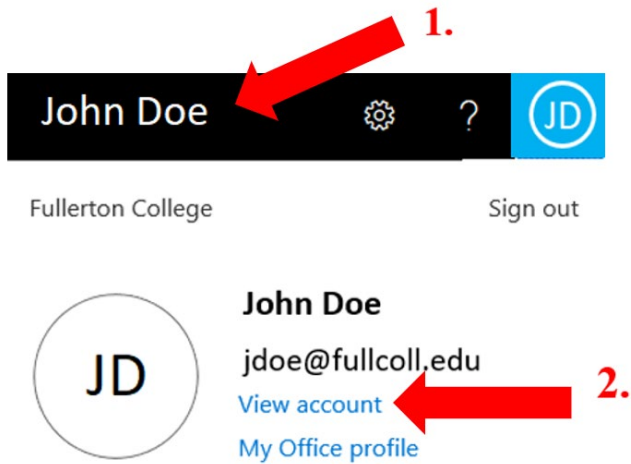
Step 6. Type in your password and click on Sign in

Enter password

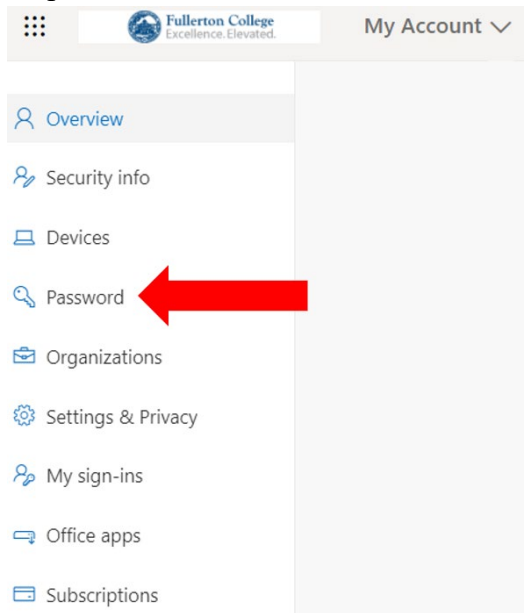
[Forgot my password](#)

Sign in

Step 7 Click on your name in the top right corner and then from the drop-down menu click on View Account.



Step 8. Click on Password on the menu on the left side.



Step 9. In the Old password box type in your current password.
In the Create new password box type in your new password.
In the Confirm new password box re-type in your new password.
When you are done click on the submit button.
You should get a message that your password has been changed.

Please Note:

Your new password must meet these requirements:

- A minimum of 10 characters.
- Your password cannot be your name

Requires three out of four of the following:

- Lowercase characters.
- Uppercase characters.
- Numbers (0-9).
- Symbols

(below are characters allowed)

- A – Z
- a – z
- 0 – 9
- @ # \$ % ^ & * - _ ! + = [] { } | \ : ' , . ? / ' ~ " () ;

Change password

User ID

jdoe@fullcoll.edu

Old password

Create new password

Confirm new password

Submit

Cancel

ADDITIONAL INFORMATION AND SUPPORT

For additional information please visit the FCNet website at <https://fcnet.fullcoll.edu> or if you have any questions please contact us at the Fullerton College Academic Computing Technologies (ACT) Help Desk at helpdesk@fullcoll.edu or 714-992-7111.