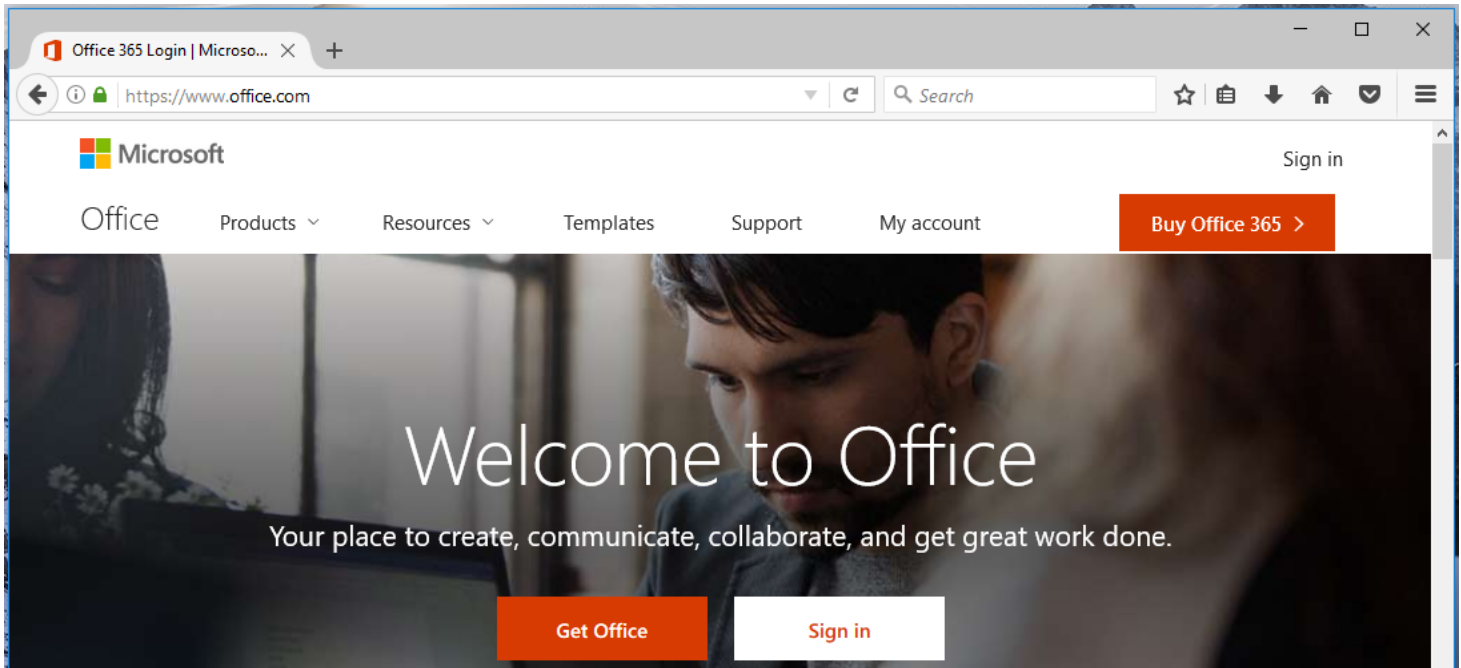


First Time Login for a Student and Setting a Password

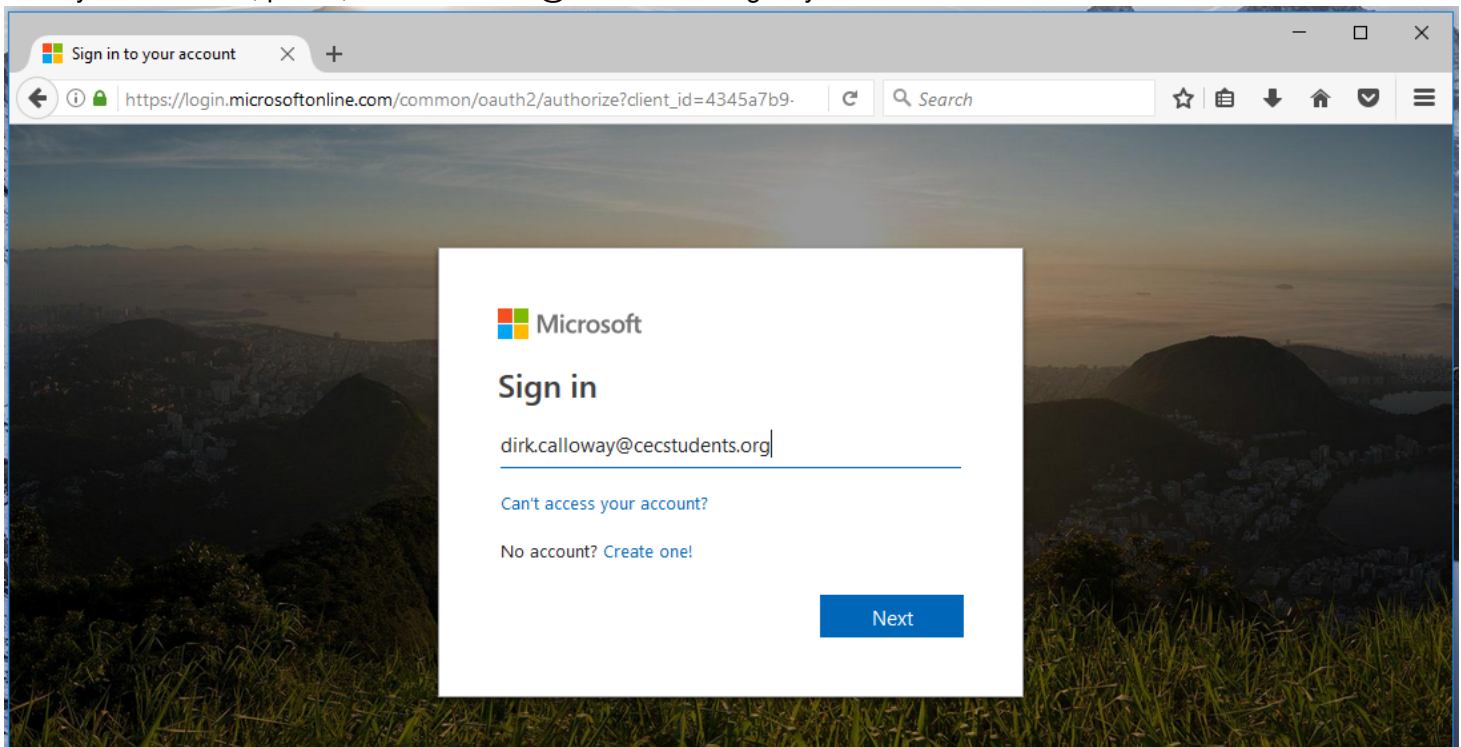
1. Find an available computer and go to www.office.com

Click the "Sign in" link in either the top right corner or in the center of the page.



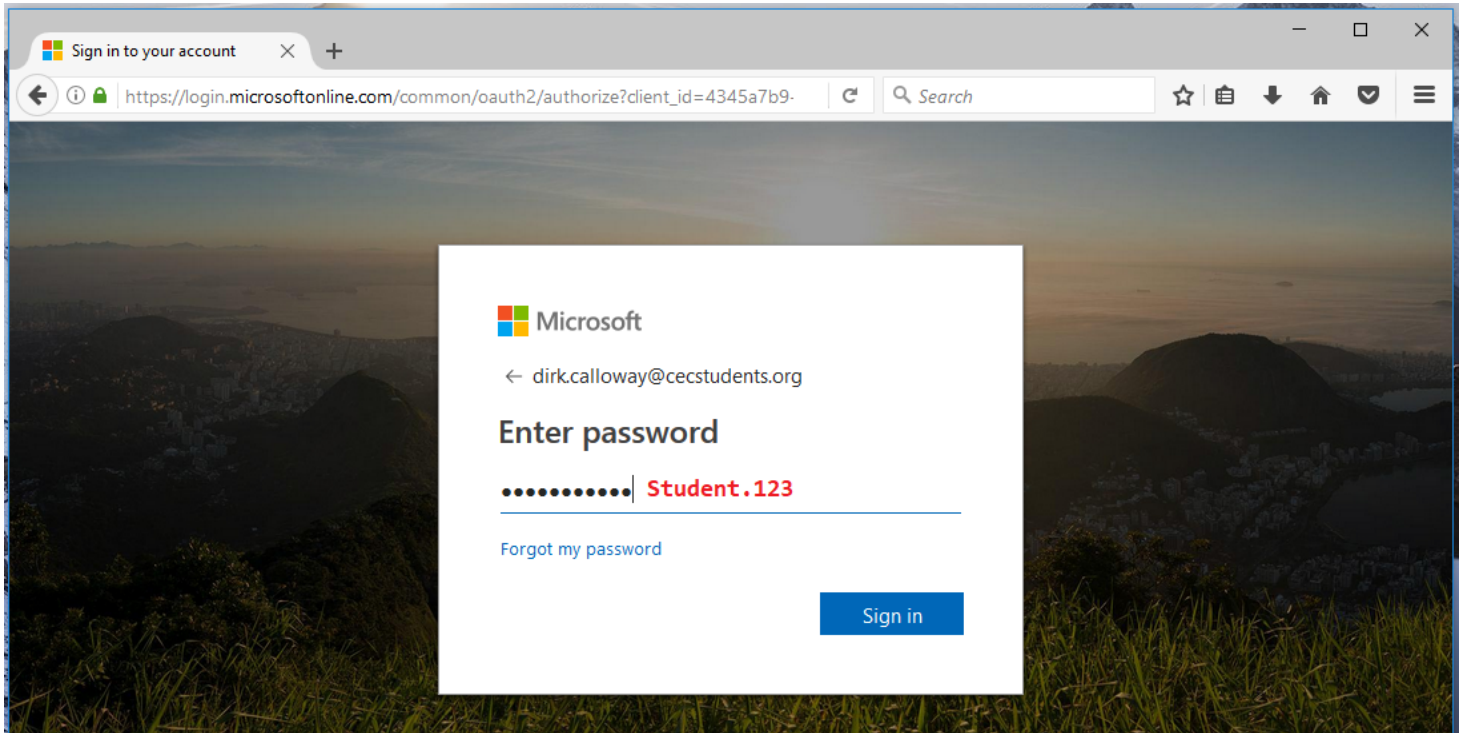
2. Enter your name as it appears in Infinite Campus as your e-mail address

Enter your first name, period, then last name @ cecstudents.org as your e-mail address.



3. Next enter in your temporary password "Student.123"

After you have entered that password without the quotes, click the "Sign in" button.

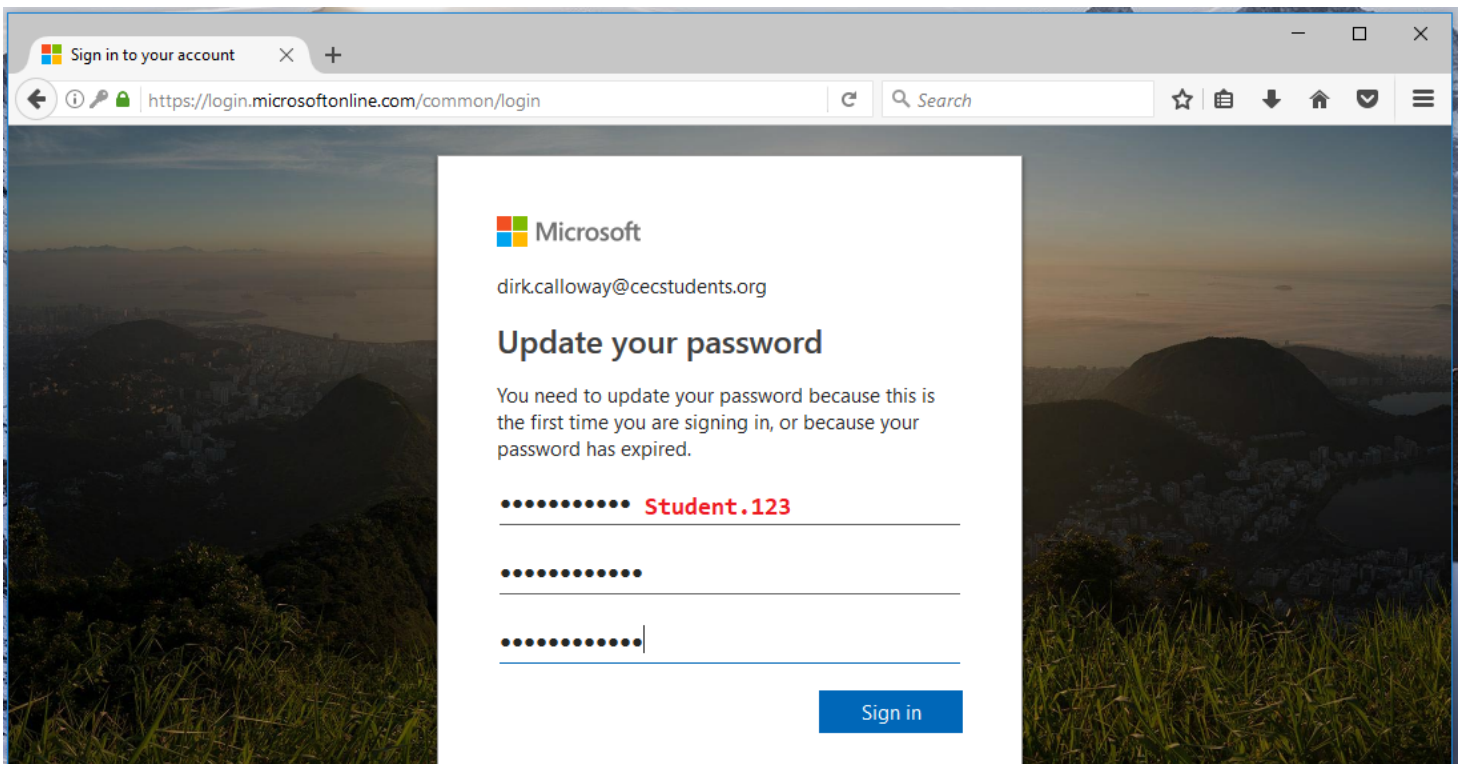


4. Set your password you would like to use for your account

In the top field where it prompts you for Old Password, enter "Student.123" with no quotes. Next enter a strong password in the next two fields.

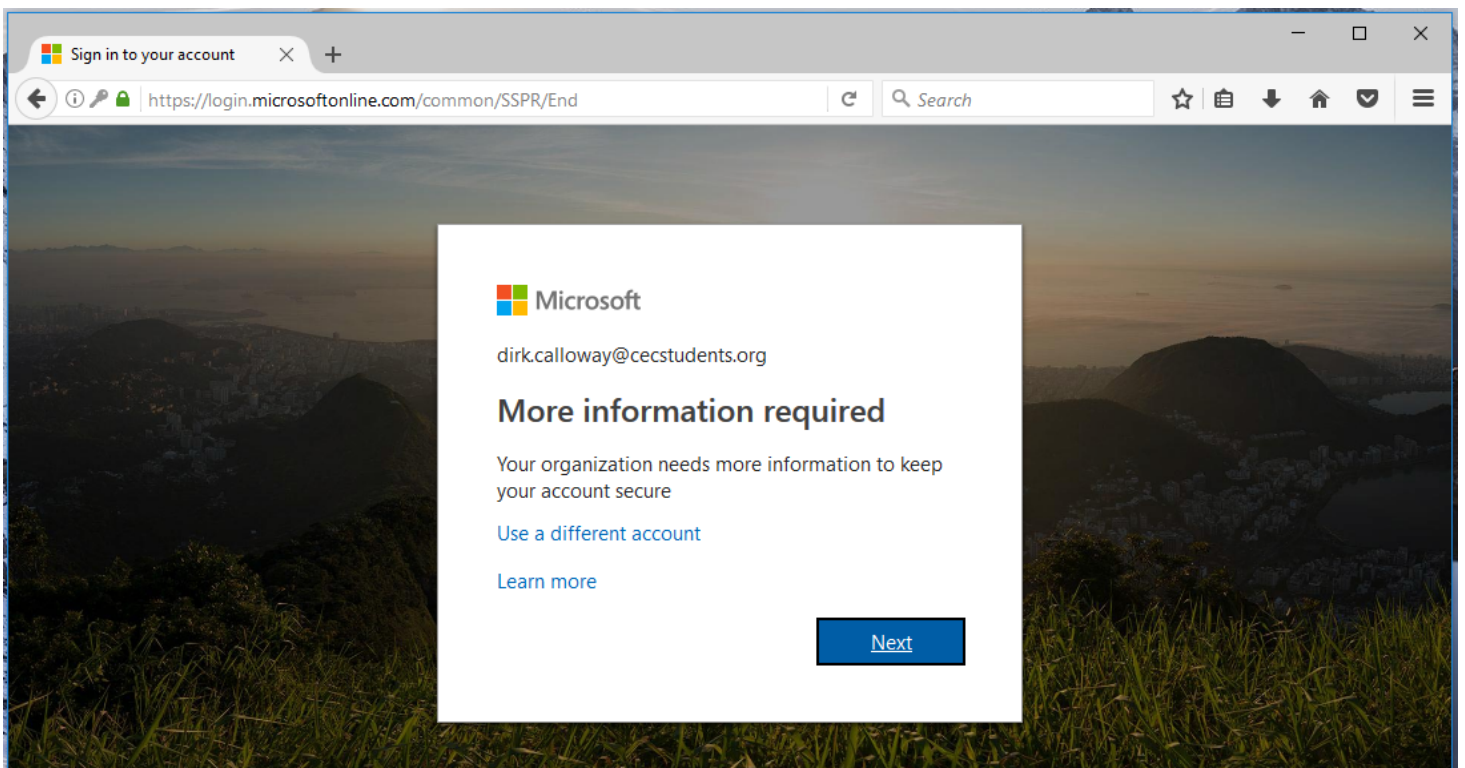
A password phrase is helpful, think of three or four words that mean something to you and add a number or special character to the end.

For example: *LunaFootballCupcake34!* is a very strong and easily memorable password.



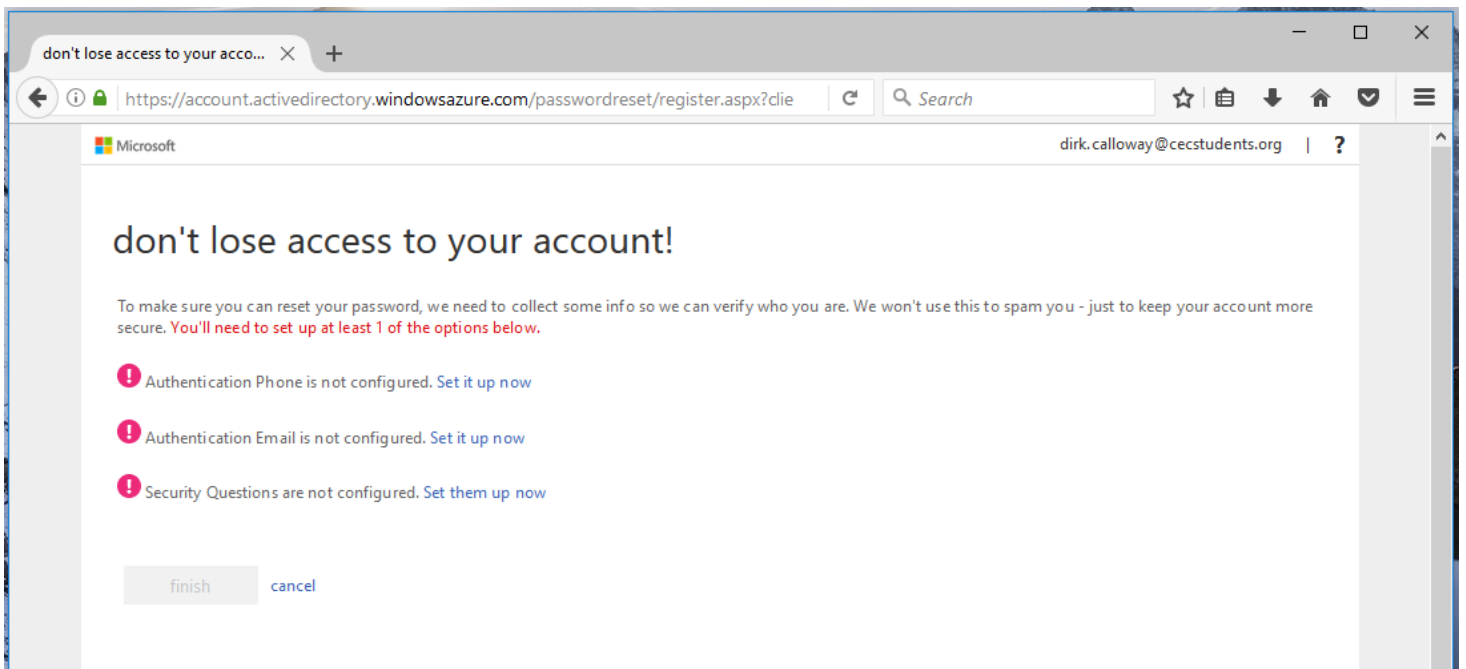
5. Set a password recovery method in case you forget your password

This is a safe way to get a password reset send to your phone, email or via security questions to get back into your account.



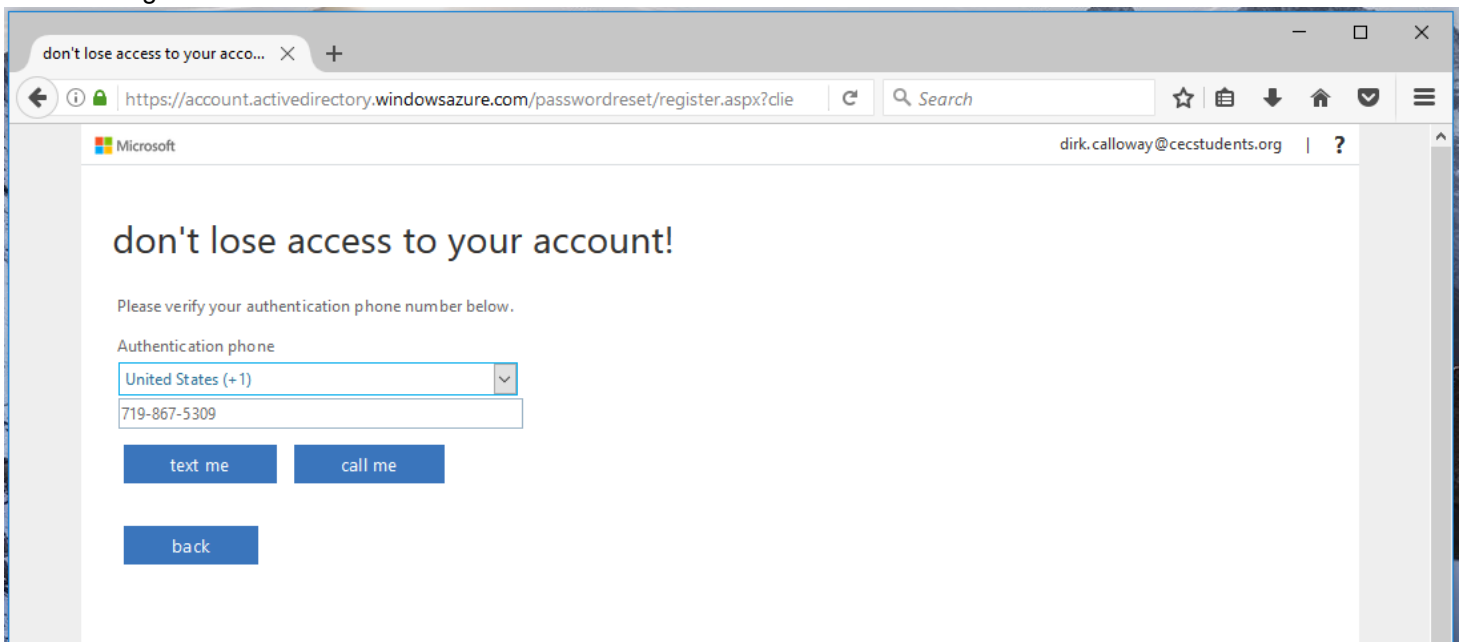
6. Pick one method or all three methods to secure your account

Choose your preferred method to reset your password or set all three for maximum account security.



7. Method One: Phone Verification

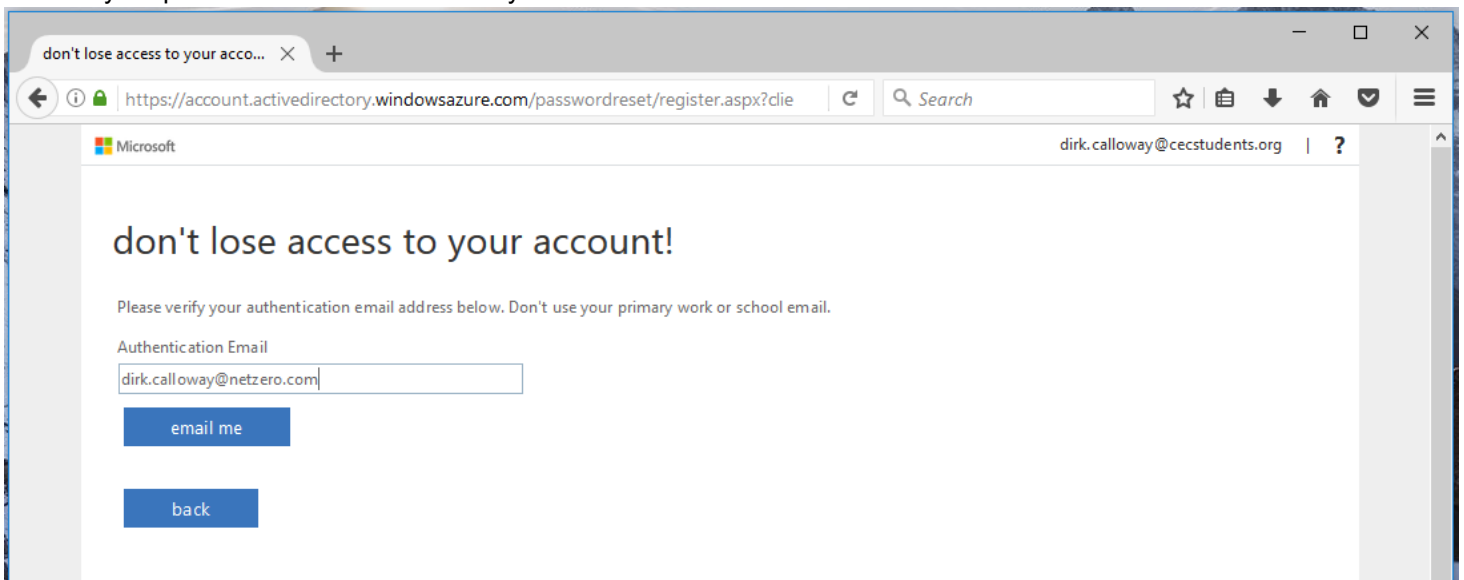
Enter in your cell phone number and you will receive a verification text from Microsoft or a verification call from Microsoft with a six digit number.





8. Method Two: Email Verification

Enter in your personal e-mail address and you will receive a verification e-mail from Microsoft.



9. Method Three: Security Questions

Enter at least three security questions and up to a max of five security questions to receive a temporary password.

The screenshot shows a web browser window with the address bar displaying `https://account.activedirectory.windowsazure.com/passwordreset/register.aspx?clie`. The page title is "don't lose access to your account!". Below the title, a message states: "Please select questions to answer below. Your admin requires you to set up 5 questions, and answers must be at least 3 characters long." There are three security questions visible, each with a dropdown menu and a text input field, followed by a green checkmark icon indicating successful setup:

- Security question 1:** "What is your father's middle name?" with the answer "Alistair".
- Security question 2:** "What school did you attend for sixth grade?" with the answer "Rushmore Academy".
- Security question 3:** "What was your childhood nickname?" with the answer "Pagoda".

10. Once you have finish setting password recovery, click "finish"

This will log you into your account.

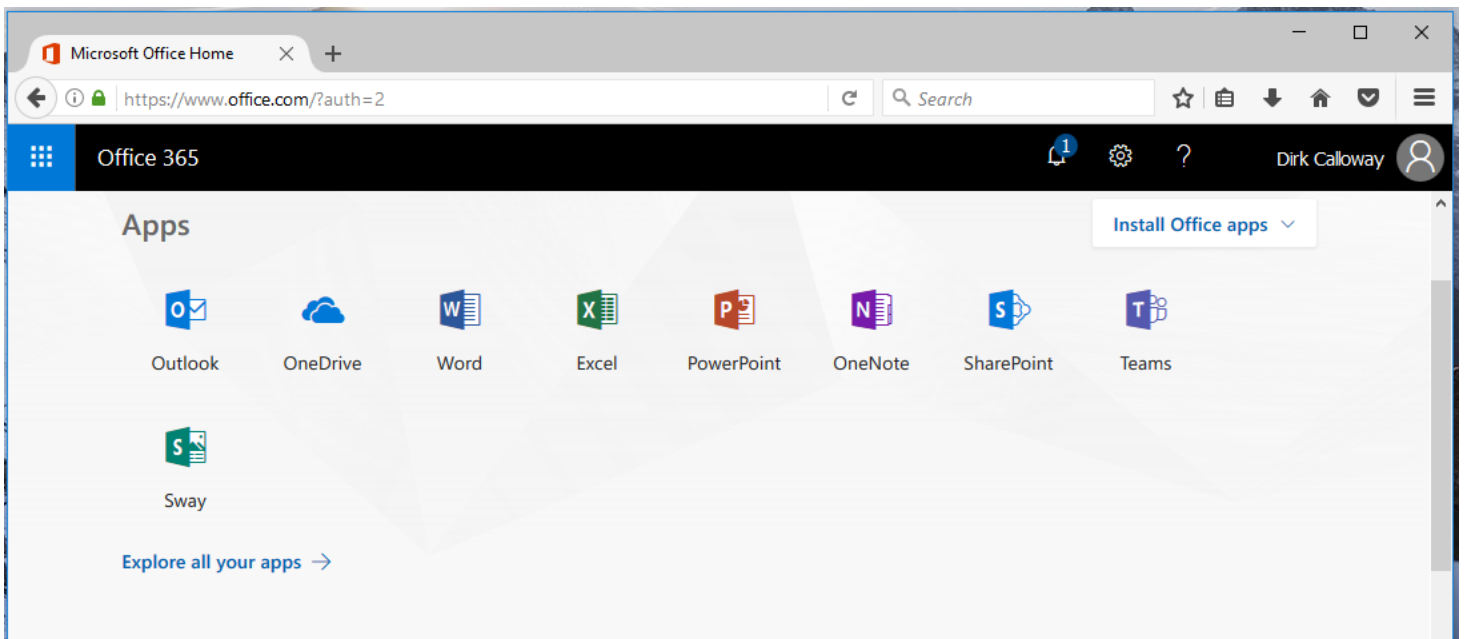
The screenshot shows the same web browser window, but the page content has changed. The title is still "don't lose access to your account!". A message says: "Thanks! We'll use the info below to recover your account if you forget your password. Click 'finish' to close this page." Below this, there are three status items:

- A green checkmark icon followed by "Authentication Phone is set to +1 719-867-5309 [Change](#)".
- A red exclamation mark icon followed by "Authentication Email is not configured. [Set it up now](#)".
- A red exclamation mark icon followed by "Security Questions are not configured. [Set them up now](#)".

At the bottom, there are two buttons: a blue "finish" button and a grey "cancel" button.

11. Finished!

You are now signed into your CEC student e-mail account.



You can use your CEC student e-mail to login to computer lab computers and Chromebooks while on campus