

# Technology Orientation for Students – Part I

Step-by-Step Guide to Microsoft 365, Setting up MFA & Changing your password.

## 1. Logging into Microsoft 365

Sign in to <https://office.com> from a web browser and start using the apps on the web or access other web services associated with your account such as OneDrive.

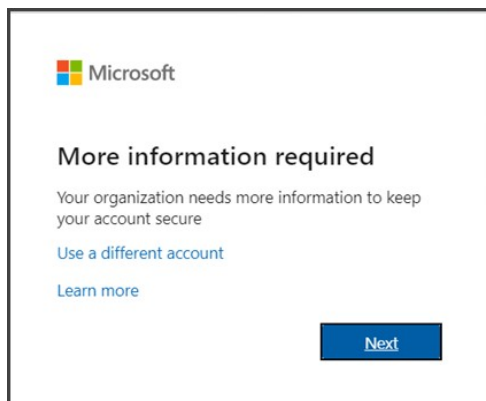
1. Go to <https://office.com/> and select **Sign In**.
2. Enter your email address and password. This will be the username and password you received during registration.

**Note:** If this is your first time logging in, you should be prompted to set up multi-factor authentication.

## 2. Setting Up Multi-Factor Authentication (MFA)

By setting up MFA, you add an extra layer of security to your Microsoft 365 account sign-in. For example, you first enter your password and, when prompted, you also type a dynamically generated verification code provided by an authenticator app or sent to your phone.

1. Sign in to Microsoft 365 with your work or school account with your password like you normally do. After you choose **Sign in**, you'll be prompted for more information.



2. Choose **Next**.
3. The default authentication method is to use the **free Microsoft Authenticator app**. If you have it installed on your mobile device, select **Next** and follow the prompts to add this account. If you don't have it installed there is a link provided to download it.

If you would rather use SMS messages sent to your phone instead, select **I want to set up a different method**. Microsoft 365 will ask for your mobile number, then send you an SMS message containing a 6-digit code to verify your device.


**Tip:** For a faster, and more secure, experience we recommend using an authenticator app rather than SMS verification.

4. Once you complete the instructions to specify your additional verification method, the next time you sign in to Microsoft 365, you'll be prompted to provide additional verification information or action, such as typing the verification code provided by your authenticator app or sent to you by text message.

**Note:** Generally, you'll only need the additional verification method the first time you sign into a new app or device, or after you've changed your password. You shouldn't be asked for the additional verification code daily, however, if you are, please contact the Help Desk.

### 3. Changing Your Password

Now that you have successfully set up MFA, you will need to change your password, follow these steps:

1. Navigate to <https://www.office.com/>.
2. Go to the  icon on the top right hand corner **Settings > Password**.
3. Enter your old password.
4. Create a new password and confirm it.
5. Select **Submit** to finish and change your password.

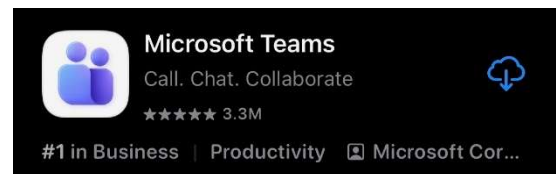
Passwords minimum requirements

**Must include:** 1 Uppercase, 1 Lowercase, 1 Special Character (!@#\$\$%^&\*), 1 number, not be any part of their first and last name

**Note:** If you are having trouble following the steps above, please view the following video <https://www.microsoft.com/en-us/vidoplayer-nocookie/embed/RWe8JR?pid=ocpVideo1&maskLevel=20&market=en-us> or contact the Help Desk.

### 4. Download the Teams App

1. On your mobile device, please go to the App store and download the **Microsoft Teams**
2. Click the **Log in** button
3. Enter your credentials: [username@cw.edu](#) and tap **Next**.
4. **Enter your password and tap Sign in.**
5. Click **Log in**
6. **Complete the Multi-Factor Authentication** if prompted
7. At the Allow Notifications window, click **Allow**
8. Select **Connections** to view your **Student Dashboard**



## 5. Download the Brightspace Pulse App

1. On your mobile device, please go to the App store and download the **Brightspace Pulse**
2. Open the App, once it is downloaded
3. Click **Get Started**
4. Enter **Learn.cw.edu** in the search box and select College of Westchester.
5. Sign in with your [accountname@students.cw.edu](mailto:accountname@students.cw.edu)
6. Click Next, Enter Password, Click Sign in
7. Enter the code presented in the **Authenticator App** and sign in



## 6. D2L & Uploading Profile Picture

### Disclaimer for Student ID Photo Submission

To ensure a professional and respectful environment for all members of our community, please adhere to the following guidelines when submitting your photo for your student ID:

#### Appropriate Attire:

- Wear clothing that you would typically wear to a professional or academic setting.
- Avoid clothing with offensive language, logos, or images.
- Ensure your shoulders are covered (no tank tops or sleeveless shirts).

#### Neutral Background:

- Use a plain, light-colored background with no distractions (e.g., walls, doors, or patterns).
- Avoid busy or cluttered backgrounds.

#### Face Visibility:

- Your face must be clearly visible and centered in the photo.
- Ensure there are no shadows or obstructions (e.g., hats, sunglasses, or hair covering your eyes).
- Maintain a neutral facial expression or a natural smile.

#### No Filters or Alterations:

- Do not use filters, editing tools, or effects that alter your appearance.
- The photo must be a true representation of your current appearance.

#### No Vulgar or Inappropriate Content:

- Photos must not contain any vulgar, offensive, or inappropriate content.
- This includes gestures, symbols, or imagery that could be considered disrespectful or offensive.

**Photo Quality:**

- The photo must be in focus, well-lit, and high-resolution.
- Avoid blurry, pixelated, or overexposed images.

**Compliance with Guidelines:**

Photos that do not meet these guidelines will be rejected, and you will be asked to submit a new photo. Repeated submission of inappropriate photos may result in disciplinary action.

By submitting your photo, you acknowledge that it will be used for official college purposes, including your student ID, and you agree to comply with the above guidelines.

1. Open Browser on your computer
2. Navigate to **learn.cw.edu** using your account credentials.
3. In the upper right corner, select your Name
4. Select **Profile**
5. Choose **Change Picture**
6. **Select My Computer**
7. Select **Upload** and navigate on your computer to locate a picture.
8. Select the file and click **Open**
9. Click **Add**