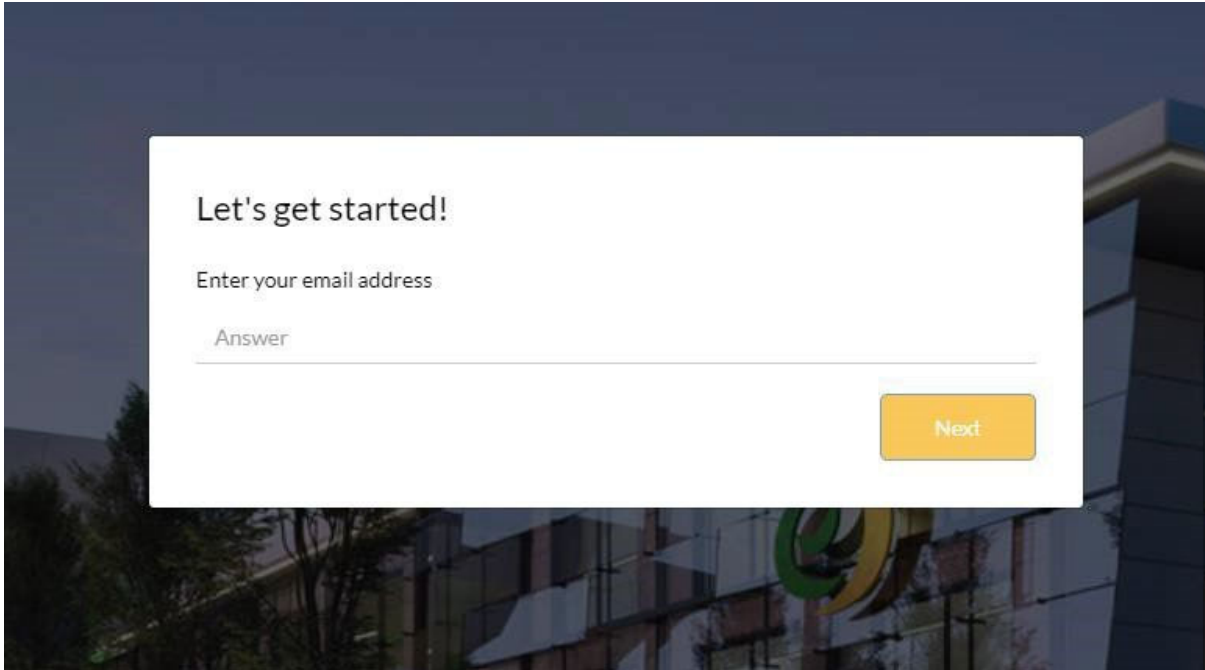


SETUP YOUR ACCOUNT WITH SINGLE SIGN-ON / MFA

Step 1: Go to <https://myportal.essex.edu> and click on **Get Started Here** or **First time user** links.

Step 2: Enter the email address given by the college.



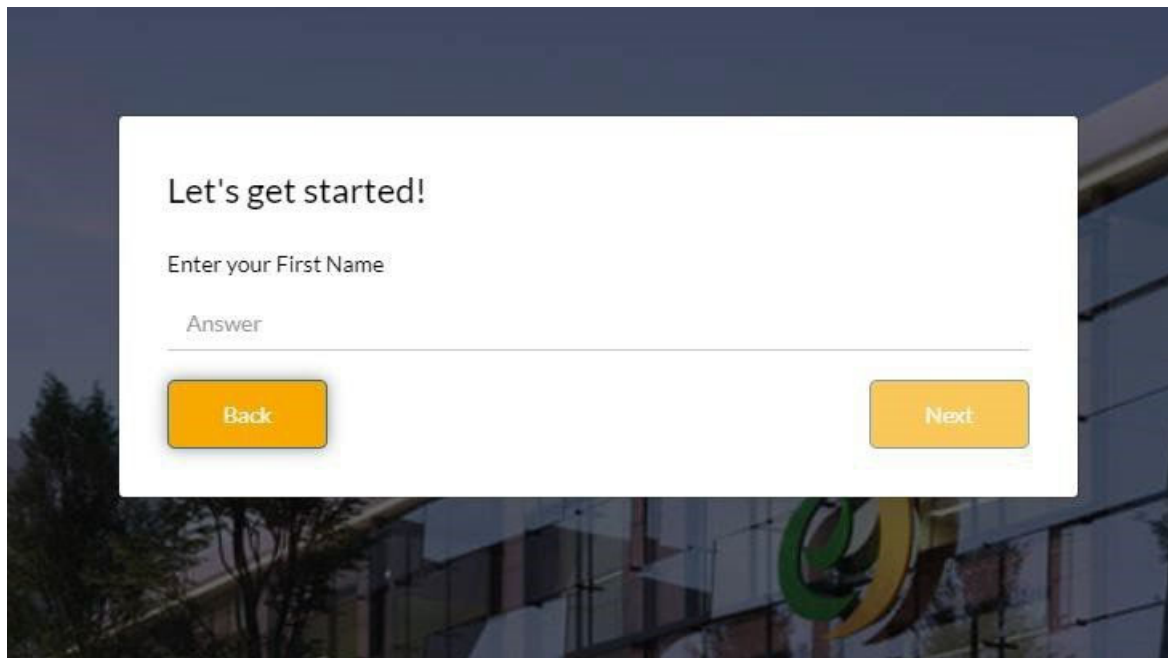
Let's get started!

Enter your email address

Answer

Next

Step 3: Enter your First Name



Let's get started!

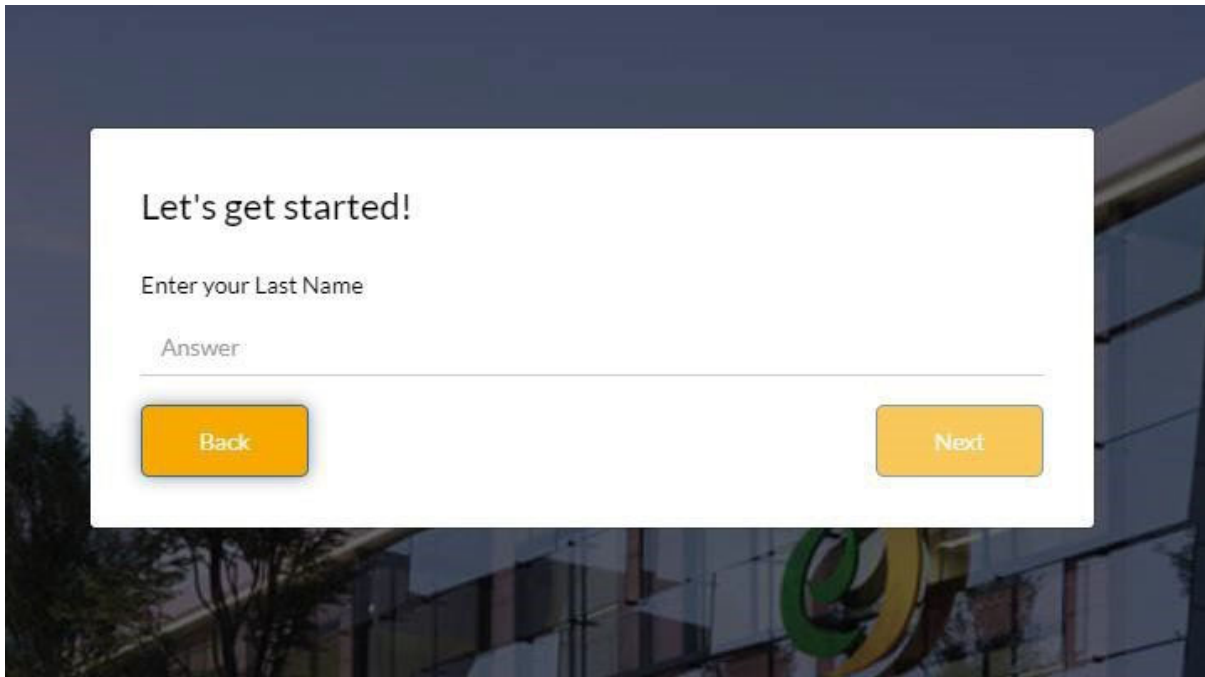
Enter your First Name

Answer

Back

Next

Step 4: Enter your Last Name



Let's get started!

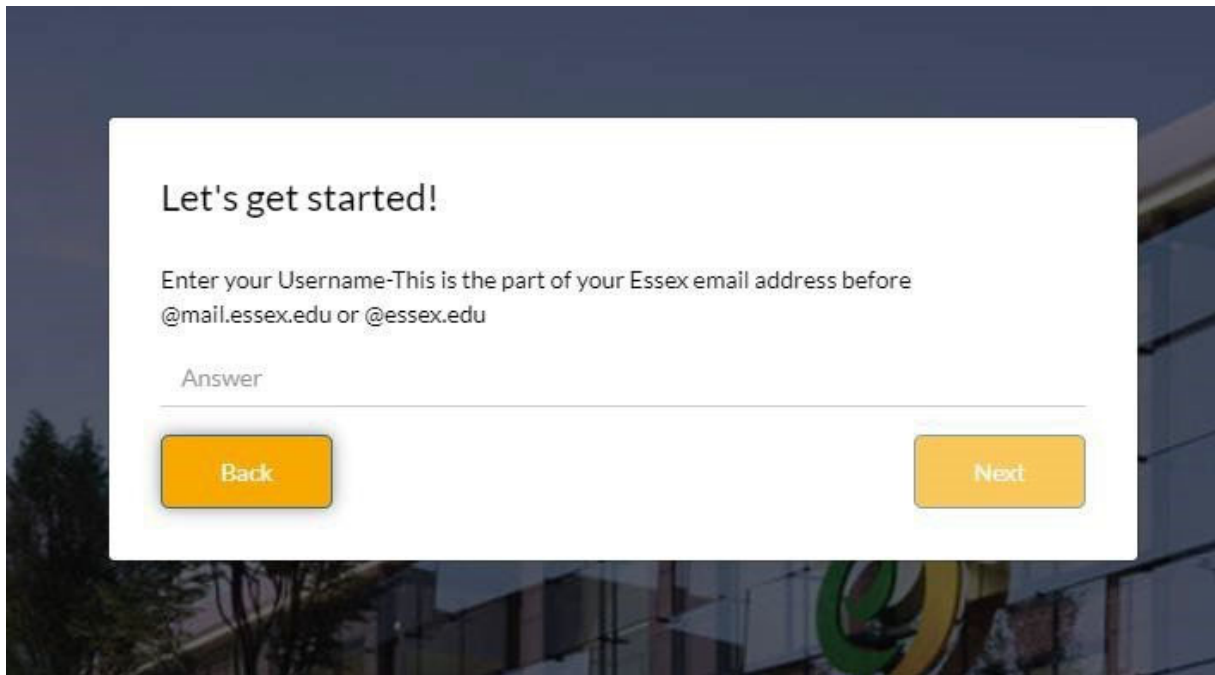
Enter your Last Name

Answer

Back Next

This screenshot shows a registration form with a white background and a dark blue header. The text "Let's get started!" is in a large, bold, black font. Below it, the instruction "Enter your Last Name" is in a smaller black font. A text input field with the placeholder "Answer" is positioned below the instruction. At the bottom of the form, there are two orange buttons with white text: "Back" on the left and "Next" on the right. The background of the form is a blurred image of a building with a large green and yellow logo.

Step 5: Enter your Username. This is the part of your ECC email address before @mail.essex.edu or @essex.edu.



Let's get started!

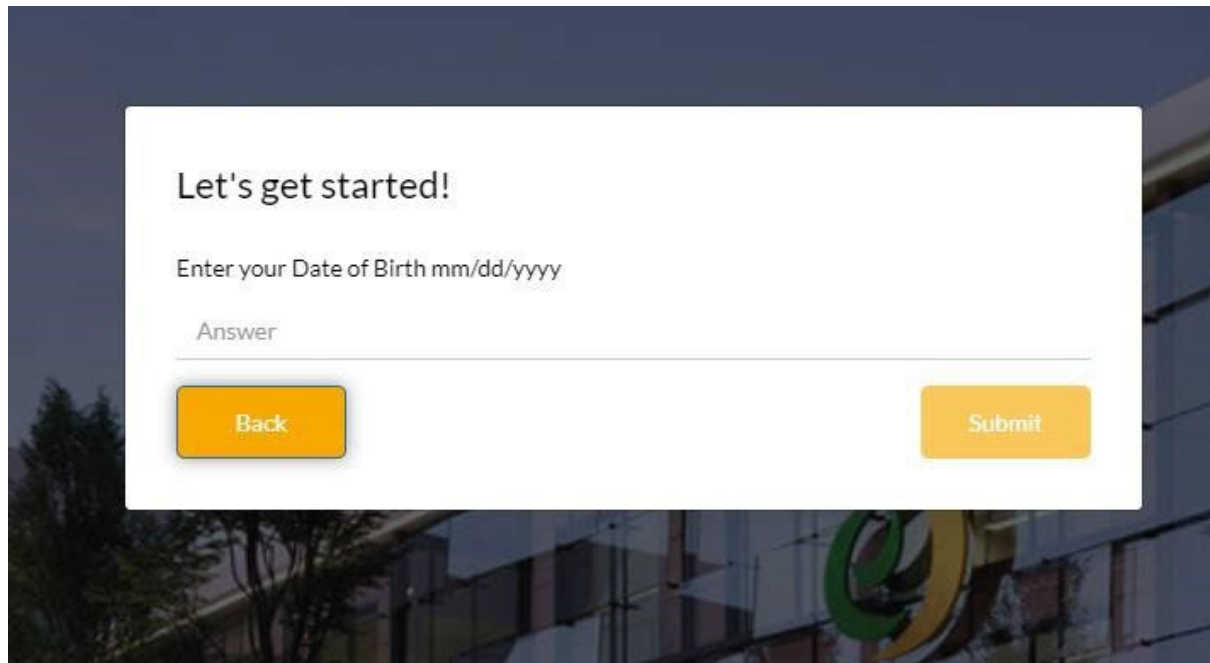
Enter your Username-This is the part of your Essex email address before @mail.essex.edu or @essex.edu

Answer

Back Next

This screenshot shows a registration form with a white background and a dark blue header. The text "Let's get started!" is in a large, bold, black font. Below it, the instruction "Enter your Username-This is the part of your Essex email address before @mail.essex.edu or @essex.edu" is in a smaller black font. A text input field with the placeholder "Answer" is positioned below the instruction. At the bottom of the form, there are two orange buttons with white text: "Back" on the left and "Next" on the right. The background of the form is a blurred image of a building with a large green and yellow logo.

Step 6: Enter Date of Birth mm/dd/yyyy.



Let's get started!

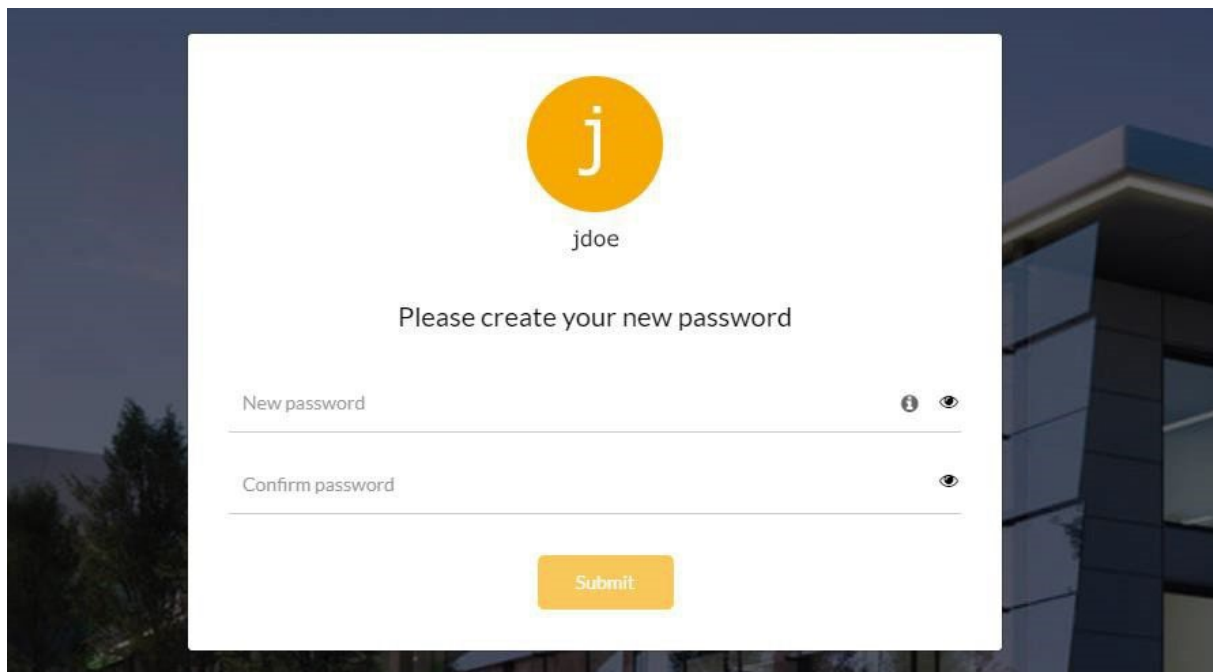
Enter your Date of Birth mm/dd/yyyy

Answer

Back Submit

The image shows a registration form with a white background and a dark blue header. The form contains the text "Let's get started!" followed by the instruction "Enter your Date of Birth mm/dd/yyyy". Below this is a text input field labeled "Answer". At the bottom of the form are two orange buttons: "Back" on the left and "Submit" on the right. The background of the form is a blurred image of a modern building with a large green and yellow logo.

Step 7: Create a password for yourself. Your password must be at least 8 characters long, must contain at least 1 numeric character, one lower case character, one upper case character and one special character.



j
jdoe

Please create your new password

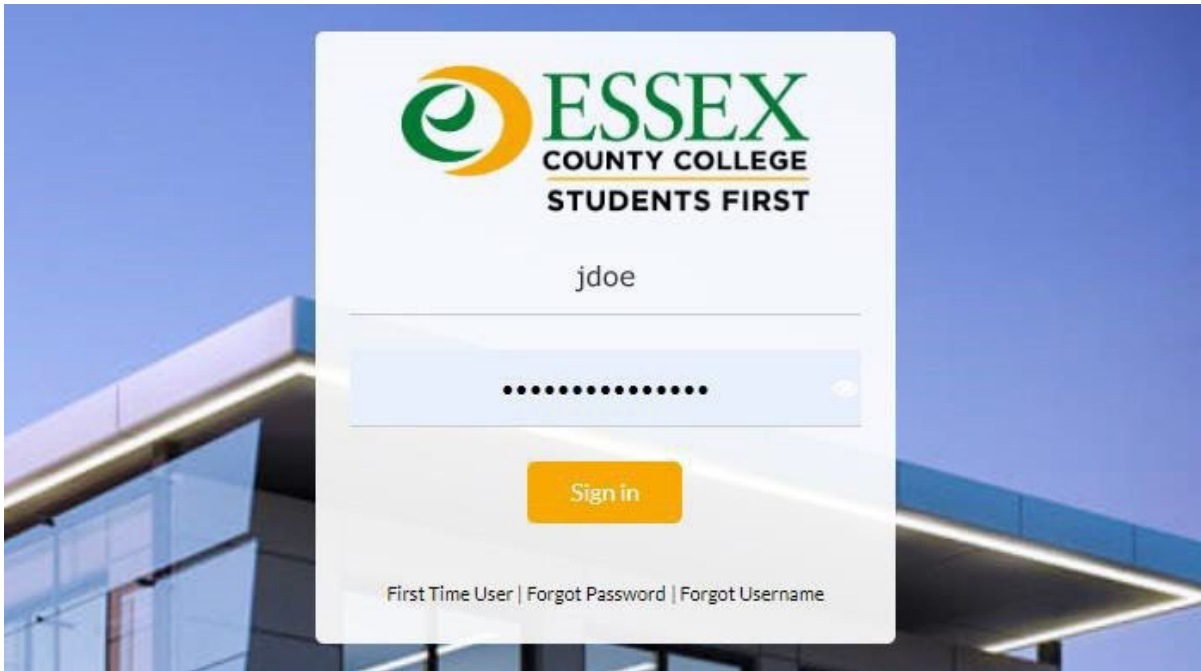
New password *i* *👁*

Confirm password *👁*

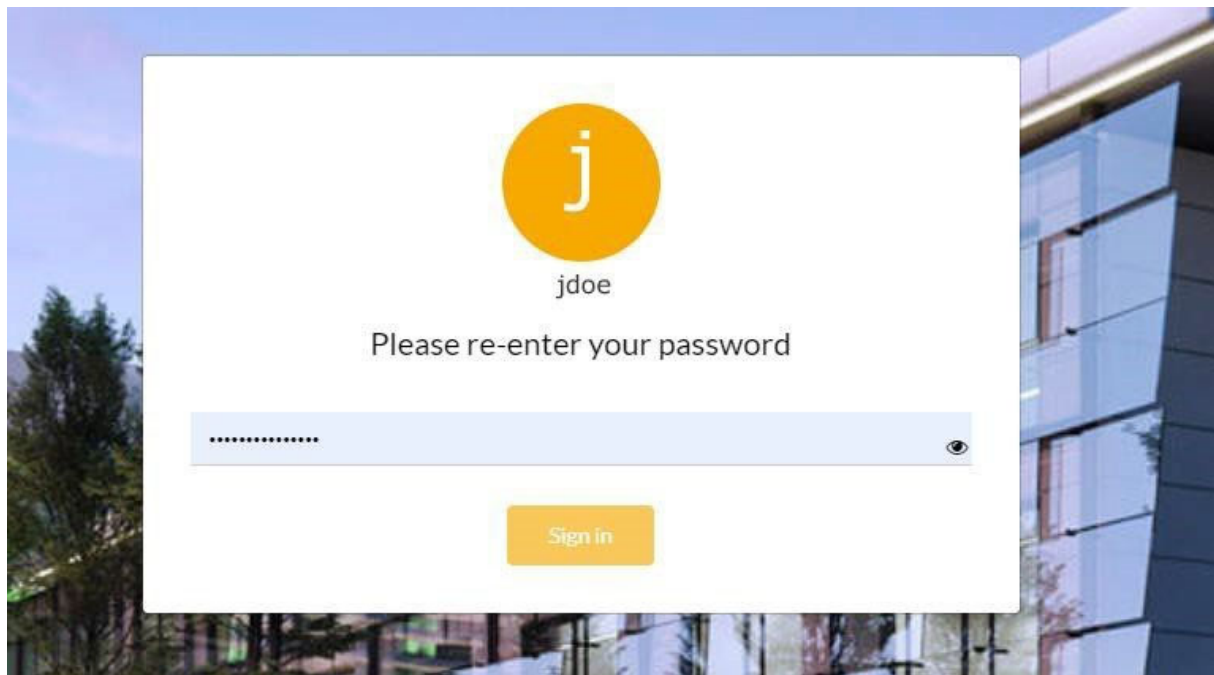
Submit

The image shows a registration form with a white background and a dark blue header. At the top, there is a yellow circular profile picture containing the letter 'j', with the name 'jdoe' below it. The main heading is "Please create your new password". Below this are two text input fields: "New password" and "Confirm password". Each field has a small information icon 'i' and an eye icon to its right. At the bottom of the form is a single orange "Submit" button. The background of the form is a blurred image of a modern building with a large green and yellow logo.

Step 8: Once the password has been set, the portal will take you to the login page once again to set up multi-factor authentication. You will have to enter your new username and password here.



Step 9: You will be asked to re-enter your password. Re-enter your password and click the Sign in button.



Step 10: Once you are logged in, you will be taken to the account recovery settings where you will have to answer security questions. **THIS STEP IS REQUIRED.** Select and answer all security questions and click submit.

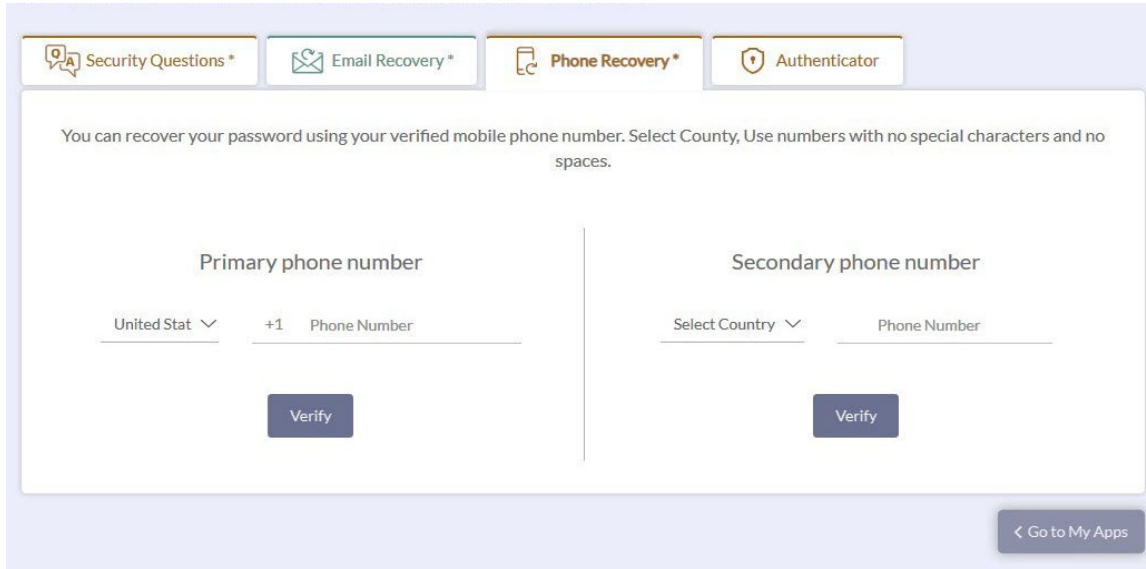
The screenshot shows a user interface for setting up security questions. At the top, there are four tabs: "Security Questions*" (selected), "Email Recovery*", "Phone Recovery*", and "Authenticator". Below the tabs, a message reads: "To submit your security questions successfully: You would need to answer all 4 of the security questions, minimum length of your answer should be 2 characters." There are four question-answer pairs arranged in a 2x2 grid. Each pair consists of a question dropdown menu (currently showing "--Please select a question--") and an answer input field (currently showing "Answer"). A small eye icon is visible next to each answer field. At the bottom center, there is a "Submit" button. In the bottom right corner, there is a "Go to My Apps" button.

Step 11: Your recovery email is already set as the school email. You have the option to enter a secondary email address. However, this step is **NOT** required.

The screenshot shows a user interface for setting up email recovery. At the top, there are four tabs: "Security Questions*", "Email Recovery*" (selected), "Phone Recovery*", and "Authenticator". Below the tabs, a message reads: "You can recover your password or complete MFA verification using your verified email address, your primary email address will be the Essex email, we recommend setting up an alternate email address as your secondary". There are two columns: "Primary email address" and "Secondary email address". The "Primary email address" column shows the email "jdoe@essex.edu" with a checkmark icon to its right. The "Secondary email address" column has a label "Email Address" above an empty input field. At the bottom center, there is a "Verify" button. In the bottom right corner, there is a "Go to My Apps" button.

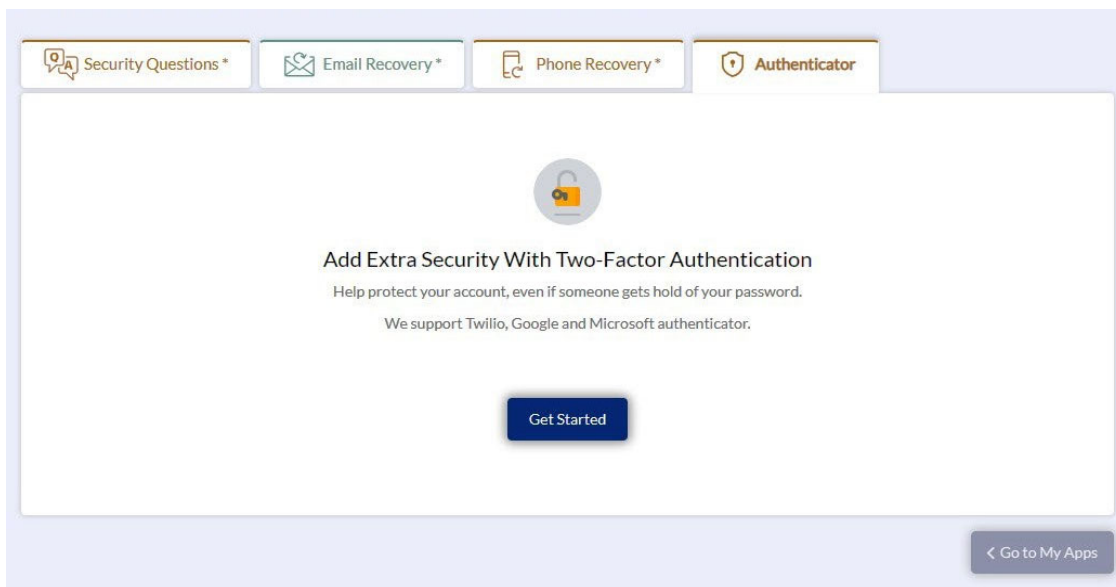
Step 12: Text message serves as an alternative way of identifying users when they have forgotten their password. If you wish you can add the “**Phone Recovery**” option but is **NOT** required. To add a phone number:

- Click "Select Country " and select "United States"
- Country". Enter your phone number and click "Verify"
- Enter verification code and click "Submit"



The screenshot shows a user interface for adding a phone number for password recovery. At the top, there are four tabs: "Security Questions*", "Email Recovery*", "Phone Recovery*" (which is active), and "Authenticator". Below the tabs, a message reads: "You can recover your password using your verified mobile phone number. Select County, Use numbers with no special characters and no spaces." The main area is divided into two sections: "Primary phone number" and "Secondary phone number". The "Primary phone number" section has a dropdown menu set to "United Stat" and a text input field containing "+1 Phone Number", with a "Verify" button below it. The "Secondary phone number" section has a dropdown menu set to "Select Country" and a text input field containing "Phone Number", with a "Verify" button below it. At the bottom right, there is a button labeled "< Go to My Apps".

Step 13: Extra Security. Help protect your account, even if someone gets hold of your password, by adding extra security with **Two-Factor Authentication. (It is optional)**



The screenshot shows a user interface for adding two-factor authentication. At the top, there are four tabs: "Security Questions*", "Email Recovery*", "Phone Recovery*", and "Authenticator" (which is active). Below the tabs, there is a lock icon and the heading "Add Extra Security With Two-Factor Authentication". Below the heading, the text reads: "Help protect your account, even if someone gets hold of your password." and "We support Twilio, Google and Microsoft authenticator." At the bottom center, there is a "Get Started" button. At the bottom right, there is a button labeled "< Go to My Apps".

Once you have completed all the steps, click "**Go to My Apps**" and login.