

# First-Time Login to myGCSC

First Reset Your Account Password:

<https://passwordreset.microsoftonline.com/>

\*To complete this process, you will require access to the email and phone number you used when registering

\*\*[Click here for detailed instruction setting your password](#)

Once you've set your account password go to [the GCSC HomePage](#)

Login using your **@my.gulfcoast.edu** email address and the password you just set

Upon first login, you will be prompted that More information is required. Clicking Next will begin the MFA enrollment process.



j[redacted]80@my.gulfcoast.edu

## More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

Beginning the Microsoft Authenticator enrollment, if you don't already have Microsoft Authenticator installed

On your mobile device, **Download, Install** and **Open** the **Microsoft Authenticator** App

If prompted, choose to **Allow Notifications** from this app and **Allow the app to access your Camera**

# Keep your account secure

Method 1 of 2: App



App

2

Phone

## 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](#)

### IMPORTANT NOTES:

*Be sure you are downloading the app that has **MICROSOFT** in the name (see icon below). It may be the second option in the list.*



*It is important that you follow these instructions and do not click ahead in the app. It is **VERY** easy to miss one of these steps if you do not follow the steps closely.*

# Keep your account secure

Method 1 of 2: App



App

2

Phone

## Microsoft Authenticator



### Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next

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

With the Microsoft Authenticator App open, choose to **Add Account** or click **Scan a QR Code** button

Point the camera at the QR code being presented on the screen

This will add an entry for your @my.gulfcoast.edu account in the Microsoft Authenticator App

# Keep your account secure

Method 1 of 2: App



App

2

Phone

## Microsoft Authenticator

### Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back

Next

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

Next the Microsoft will send a test notification to verify authentication and app functionality.

Respond to the notification by inputting the number provided on the screen

# Keep your account secure

Method 1 of 2: App



App

2

Phone

## Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

**92**

Back

Next

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

Once verified, you will see a Notification approved window, indicating Authenticator has been setup.

# Keep your account secure

Method 1 of 2: App




App

2

Phone

## Microsoft Authenticator



 Notification approved

Back

Next

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

Next you will need to setup a fallback MFA method, this is a phone number, typically your cell

You can choose to verify the phone number with either a text message or phone call

## Keep your account secure

### Method 2 of 2: Phone



App



Phone

## Phone

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

What phone number would you like to use?

United States (+1)

Receive 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](#)

The default option is 'text message' and you will receive a 6-digit code

Verify the code you received in the text message by inputting it to the screen and click Next



# Keep your account secure

Method 2 of 2: Phone



App



Phone

## Phone

We just sent a 6 digit code to +1 8507700010. Enter the code below.

455982

[Resend code](#)

Back

Next

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

# Keep your account secure

Method 2 of 2: Phone




App



Phone

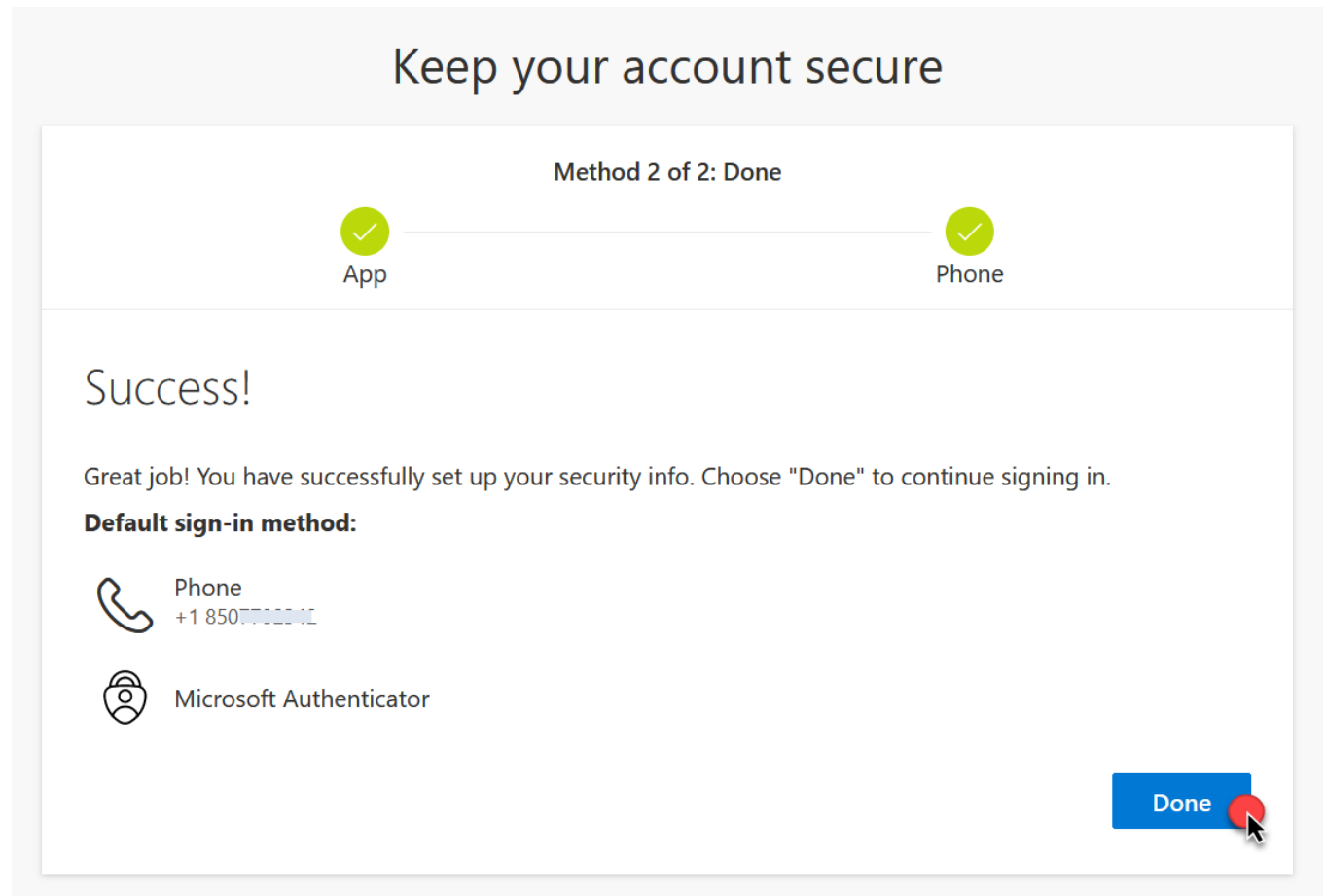
## Phone

 Verification complete. Your phone has been registered.

Next

Your Microsoft MFA registration is now complete

Click Done and you will be logged into your Office 365 account



Once in Office 365 you will have access to the Microsoft Office Product Suite, Teams Chat, One Note and your College Email (Outlook)

Shortcuts are located across the right side of the screen



Microsoft 365

Search



Home



Create



My Content



Feed



Apps



Outlook



Teams



Word



Excel

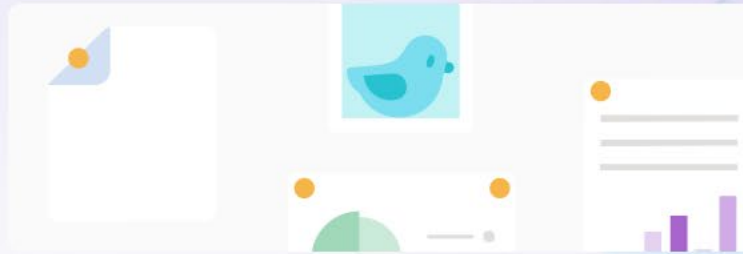


PowerPoint



OneNote

# Welcome to Microsoft 365,



## Quick access



Recently opened

Shared

Favorites

