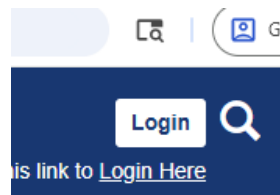
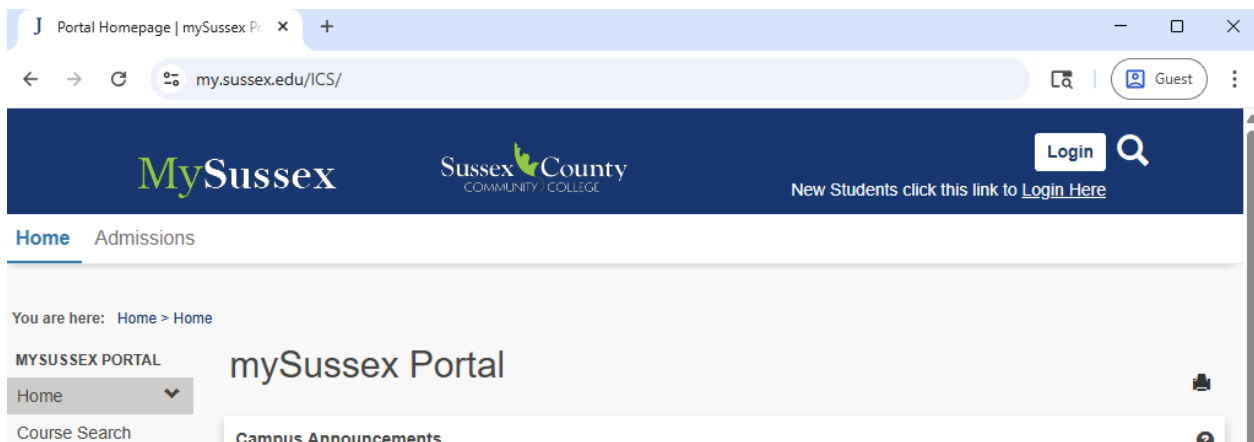


Setting up your student email account and accessing my.sussex.edu Portal

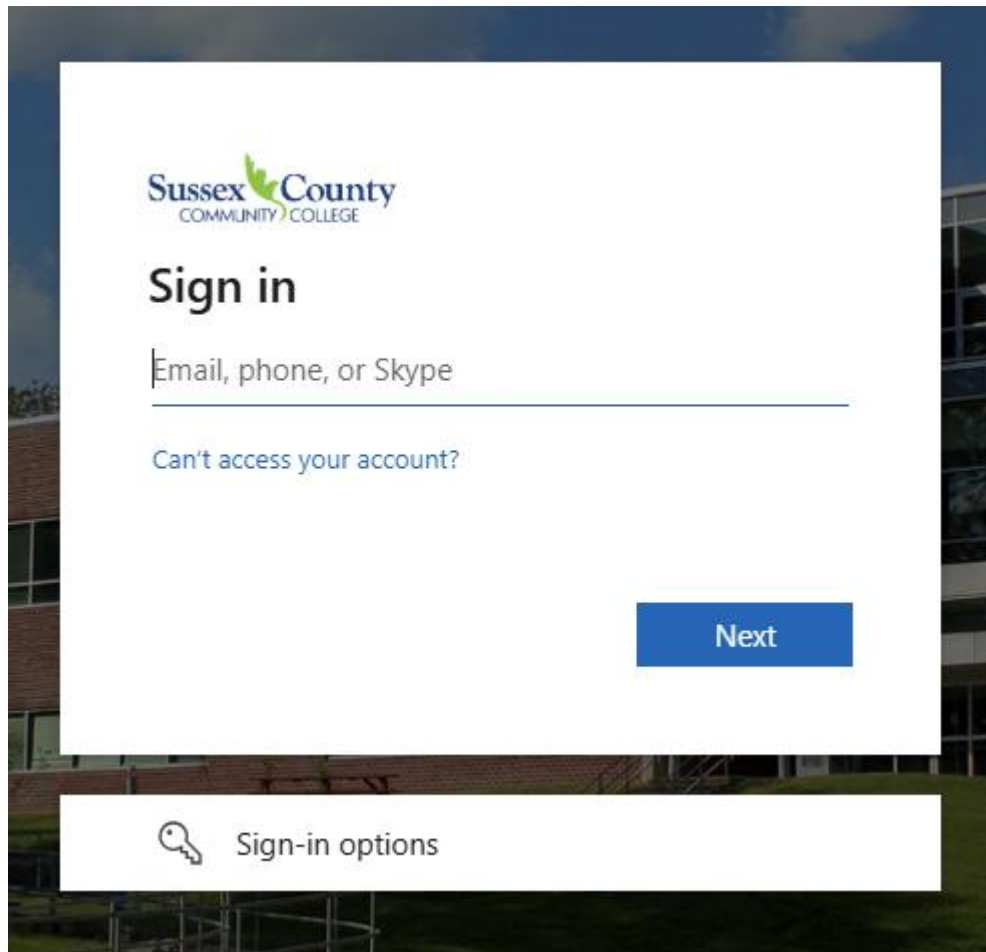
- We have upgraded the way you access the my.sussex.edu portal. Instead of having an individual login, you will be using **Microsoft Outlook** to sign in. This Microsoft Outlook account will also replace your existing Gmail account.
 - o Note: It is **highly** recommended to set up your Outlook account on a computer instead of your phone or tablet.
 - o Logging into your Outlook account **requires** the use of the @student.sussex.edu part of your email address.
 - However, logging into PCs on campus (for example, in a computer lab) **only then would you omit** the @student.sussex.edu part of your email address. **You will no longer log in as “student” using the “stu95” password.**

To set up your Microsoft Outlook account for the first time through the my.sussex.edu portal, read the following:

1. In your web browser, go to <https://my.sussex.edu>
 - a. At the top right-hand corner of the screen, press “Login”



2. You will be brought to a Sussex County Community College Sign in page



Sussex County
COMMUNITY COLLEGE

Sign in

Email, phone, or Skype

[Can't access your account?](#)

Next

Sign-in options

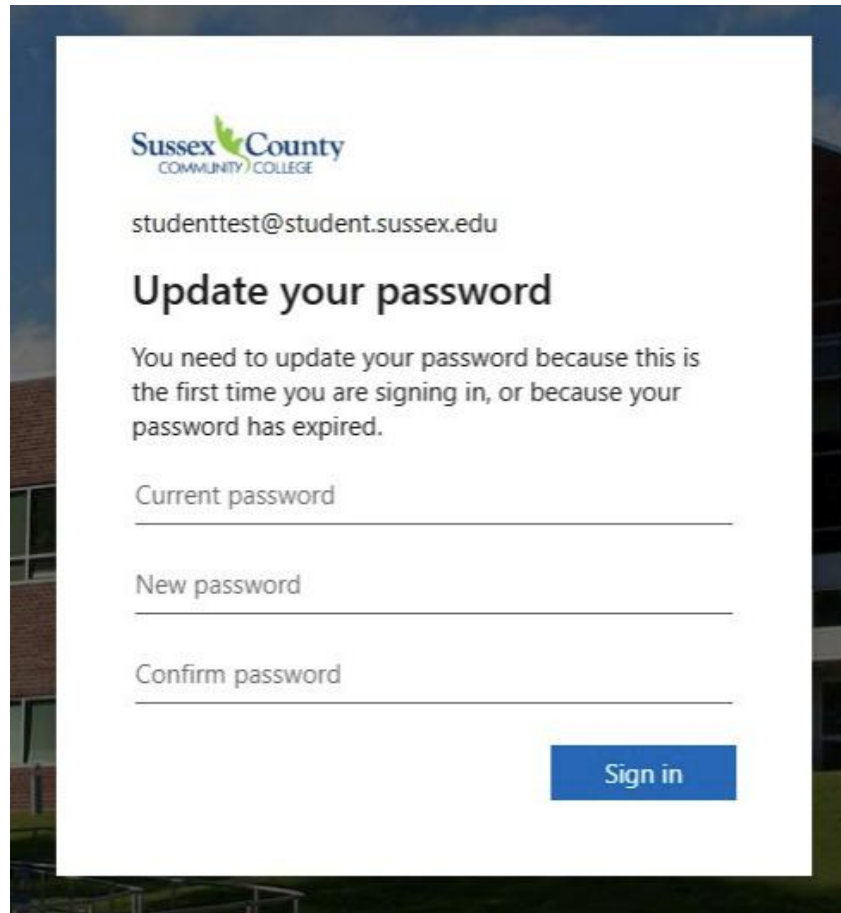
- Enter your student email address
 - o For most students, this email address is unchanged from the one you have already been using

If you're struggling to log in using the existing email address you have been using, **contact I.T. at (itservice@sussex.edu) or (973) 300-2333** and we can assist you

3. You will be brought to the Enter Password prompt
 - a. The instructions for decoding your temporary password were included in the email sent to your personal email address. If you did not receive this email, please contact I.T. at (itservice@sussex.edu) or (973) 300-2333 for instructions decoding this password.

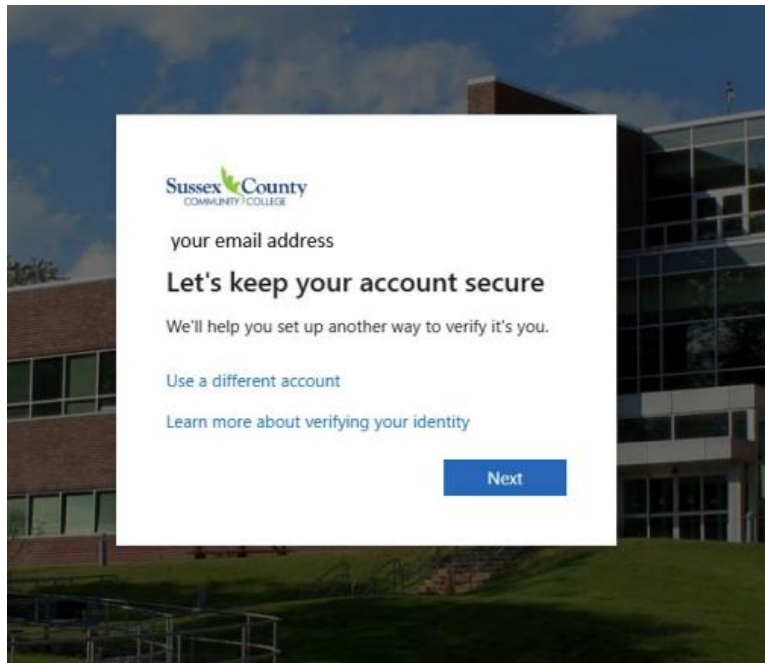
NOTE: You may be prompted to first set up Microsoft Authenticator before resetting your password. If you see a prompt that says “Let’s keep your account secure” at this point, skip to step 5. Otherwise, continue.

4. After this, you will be prompted to set a new password

A screenshot of a web page for updating a password. At the top left is the Sussex County Community College logo. Below it is the email address 'studenttest@student.sussex.edu'. The main heading is 'Update your password'. Below the heading is a message: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three input fields: 'Current password', 'New password', and 'Confirm password'. At the bottom right is a blue 'Sign in' button.

- Enter your temporary password in the “Current password” field
 - o In the “new password” field, enter a password of your choice. You will need at least one capital letter, one lowercase letter, one number, and one punctuation mark. Generally, passwords should be 8-10 characters.
 - o **NOTE: IT IS IMPORTANT TO REMEMBER THIS PASSWORD**
 - You will be using this password to log into computers on campus, to log into Microsoft Outlook, to log into Office365, and to log into the my.sussex.edu portal.

5. You will be asked to set up the Microsoft Authenticator 2 Step Verification system



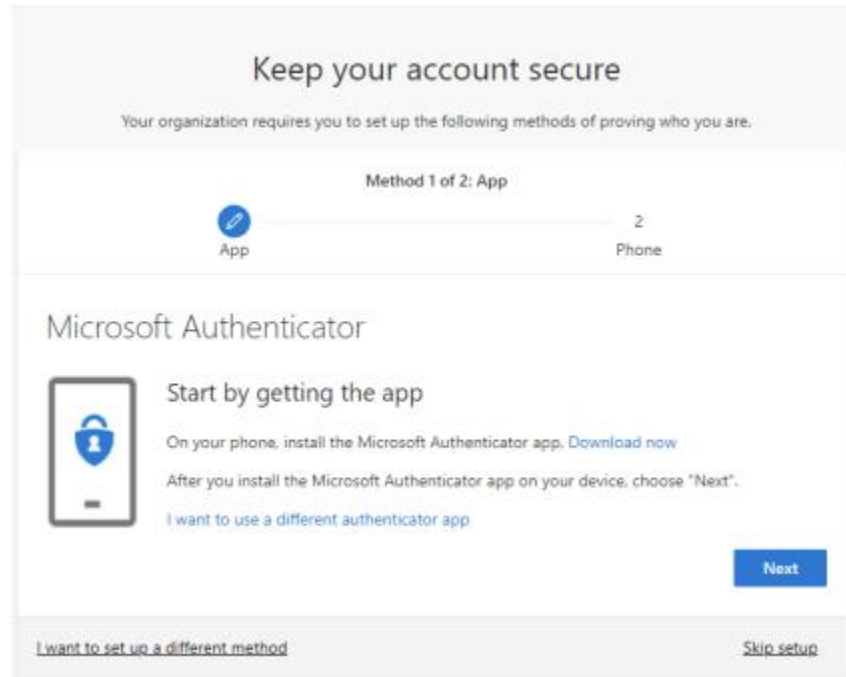
- You can download the Microsoft Authenticator app from the Google Play Store if you have an Android phone, or from the App Store if you have an iPhone or iPad.



[Click here for iPhone](#)

[Click here for Android](#)

6. You will see this screen



7. Click **Next**

a. A QR code will appear

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



(example)

8. Go back to your phone, and open the Microsoft Authenticator app you just downloaded

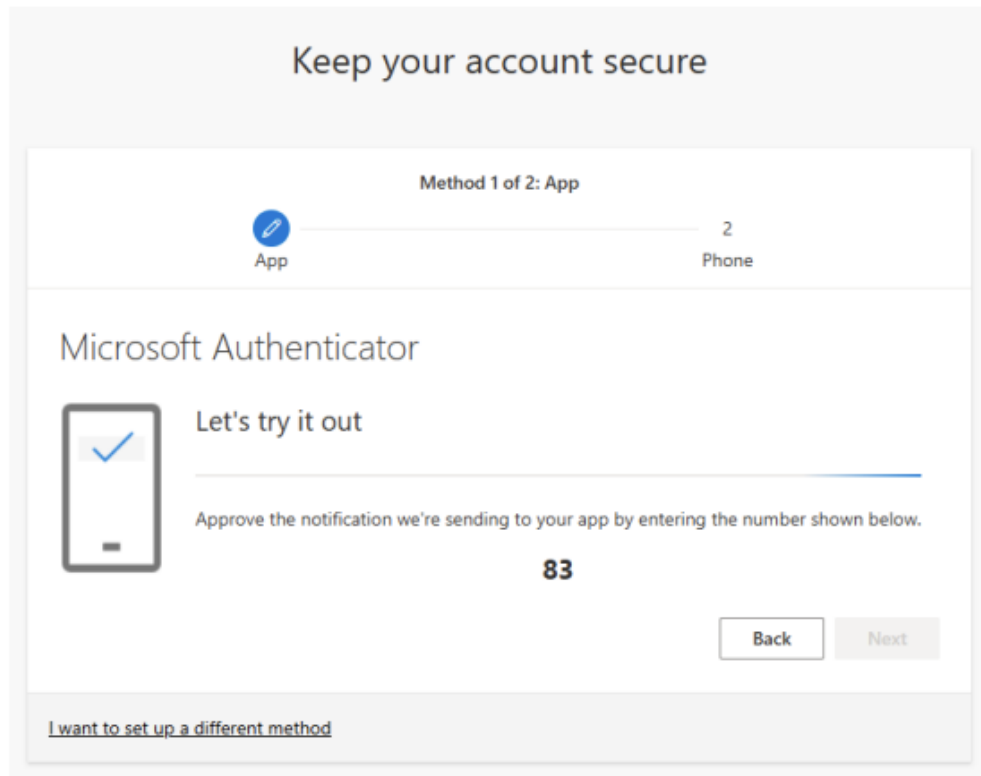
a. If are an iPhone user, you will see a screen with three options

i. Press **Scan a QR Code**

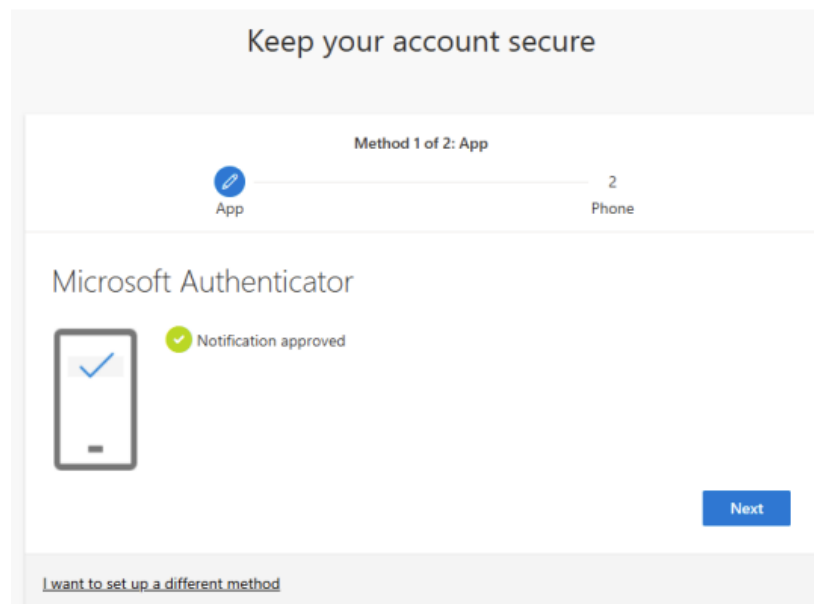
ii. Scan the QR code

b. If you have an Android phone, select "Add a work or school account"

- i. After that, select “Scan QR code”
- ii. After you scan the QR code, it will show a two-digit number on your PC screen.



- iii. Your phone will prompt you to enter this number to “approve” the login attempt. **Enter the code**
- iv. If all has gone well, you will see this screen



9. You will be prompted to add your cell phone number to your account as well
 - i. Adding your phone number lets you reset your password on your own in the event you forget your password
 - b. Enter your phone number
 - c. Under **“Choose how to verify”**
 - i. Select **“Receive a code”**
 1. You will receive a text message with a code, enter that code

Keep your account secure

Method 2 of 2: Phone

App Phone

Phone

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

Enter code

Resend code

Back Next

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

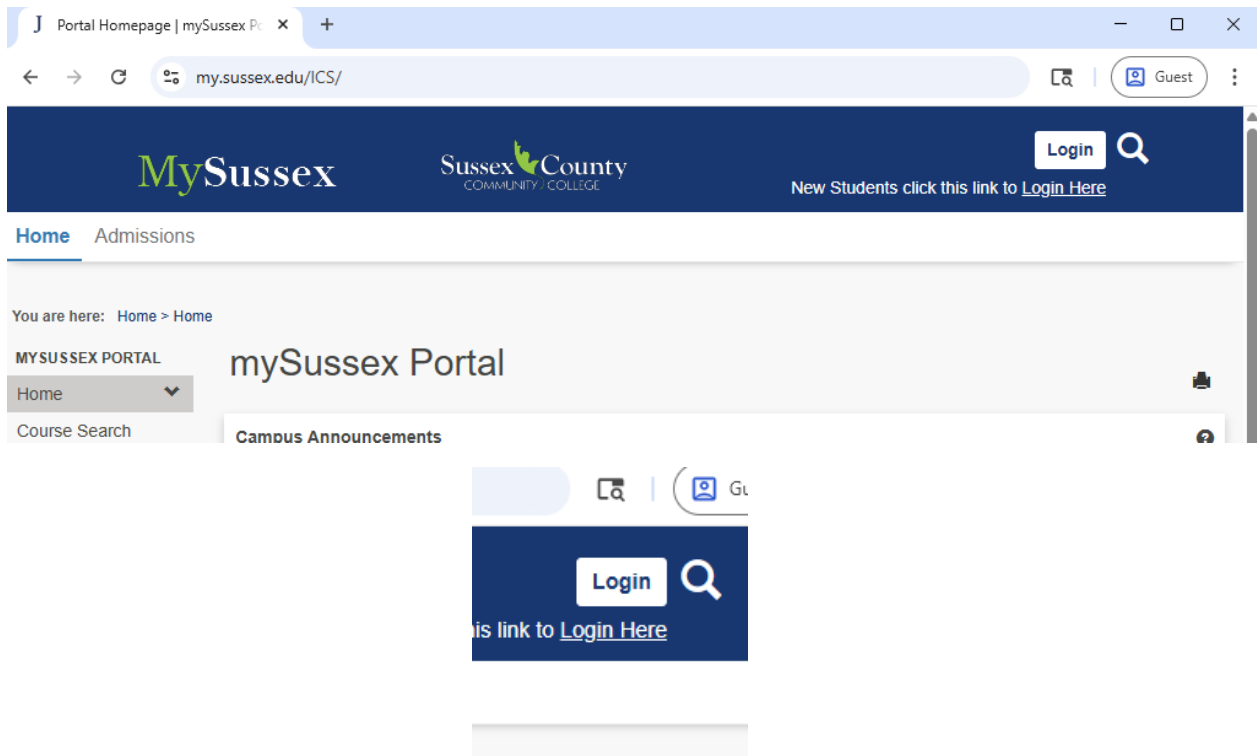
- d. And you have successfully set your phone number!

And you are set! After you click the “Sign in” button, it should bring you to your my.sussex.edu Portal account.

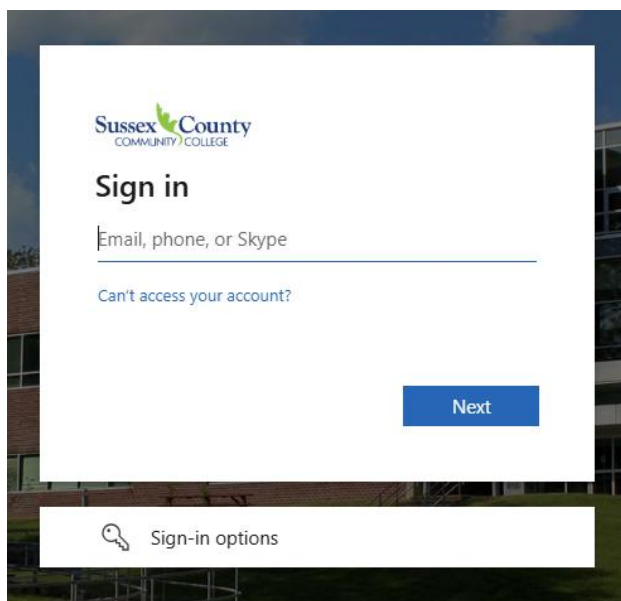
You can access your student email at any time by visiting <https://www.outlook.office.com> and using the same credentials you set up here.

To access Portal after setting up your account...

1. In your web browser, go to <https://my.sussex.edu>
 - a. At the top right-hand corner of the screen, press "Login"

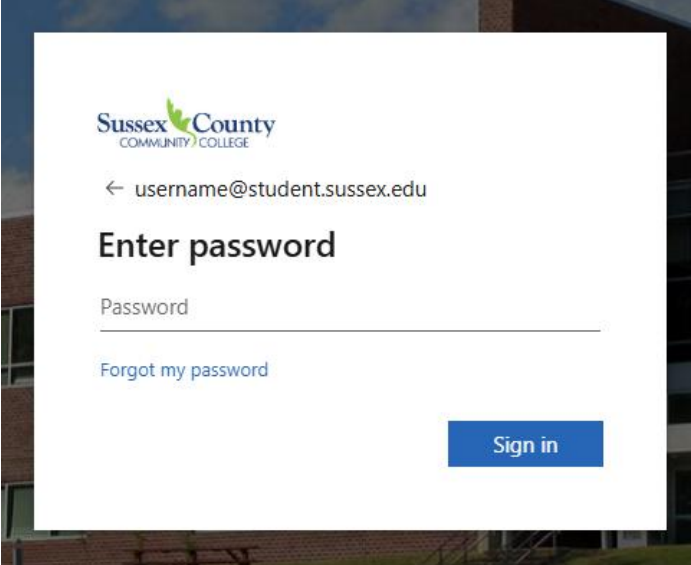


2. You will be brought to a Sussex County Community College Sign in page



- Enter your student email address

3. Enter your password



Sussex County
COMMUNITY COLLEGE

← username@student.sussex.edu

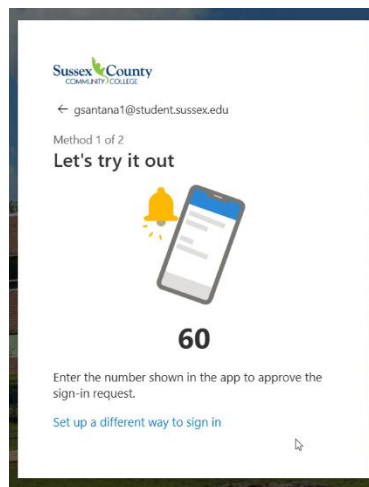
Enter password

Password

[Forgot my password](#)

[Sign in](#)

4. You **may** be prompted to authenticate using Microsoft Authenticator
- You will get a notification on your phone
 - A code will appear on your PC



- On your phone, enter the code displayed on the screen
 - After entering the code, you should be logged in and on the my.sussex.edu portal homepage!
5. **If you were not prompted with the Authenticator prompt**, you will also be logged in and on the my.sussex.edu portal homepage.