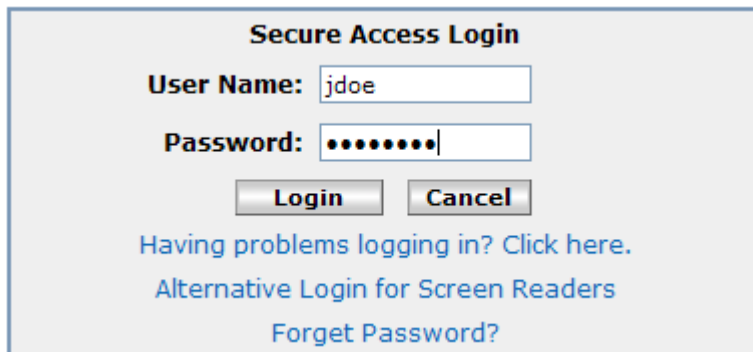


MyVCCCD Web Portal

First Time Login

- 1) Open an Internet browser and type in the following URL: <http://my.vcccd.edu>
- 2) Enter your login information in the **Secure Access Login** area, and click the **Login** button.



Secure Access Login

User Name:

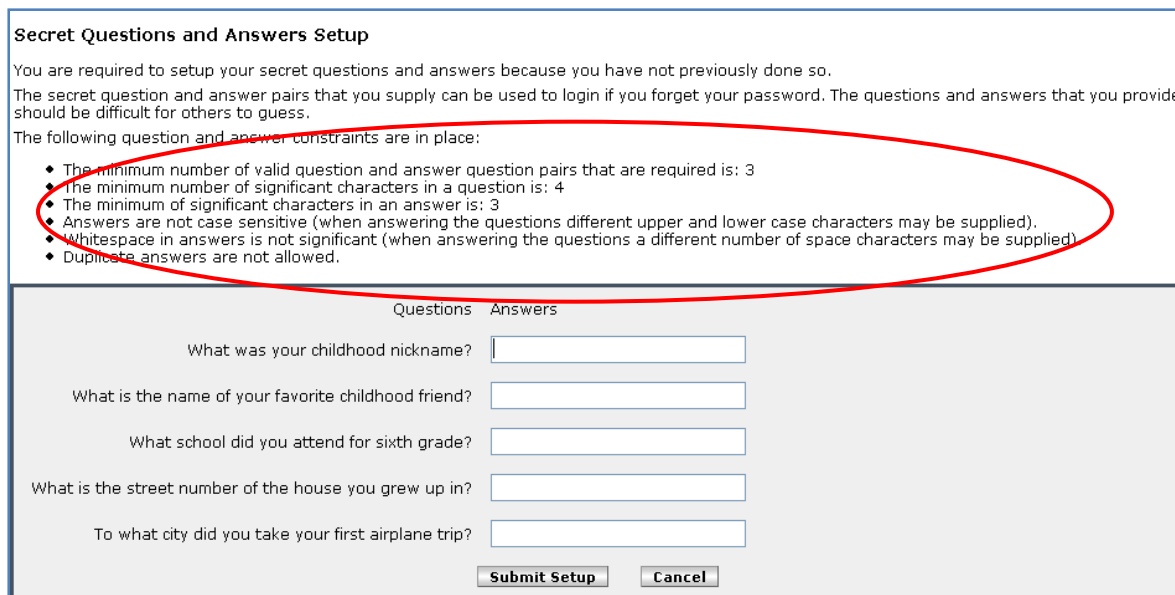
Password:

[Having problems logging in? Click here.](#)
[Alternative Login for Screen Readers](#)
[Forget Password?](#)

- a. Your **User Name** is the first part of your district email address (e.g. if your email address is jdoe@vcccd.edu, enter **jdoe**).
- b. Your **Password** is either:
 - The password you use to login to your *campus* computer
 - OR**
 - passXXXX (where XXXX is the last four digits of your Social Security Number)

IMPORTANT: If you are unable to login with one of the **User Name** and **Password** combinations described above, please contact the District Help Desk at (805) 652-7777 or DACHelpdesk@vcccd.edu

- 3) Upon successful login, you will be asked to complete a **Secret Questions and Answers Setup**. Answer at least three questions **according to the listed constraints**, and click the **Submit Setup** button.



Secret Questions and Answers Setup

You are required to setup your secret questions and answers because you have not previously done so. The secret question and answer pairs that you supply can be used to login if you forget your password. The questions and answers that you provide should be difficult for others to guess.

The following question and answer constraints are in place:

- The minimum number of valid question and answer question pairs that are required is: 3
- The minimum number of significant characters in a question is: 4
- The minimum of significant characters in an answer is: 3
- Answers are not case sensitive (when answering the questions different upper and lower case characters may be supplied).
- Whitespace in answers is not significant (when answering the questions a different number of space characters may be supplied).
- Duplicate answers are not allowed.

Questions	Answers
What was your childhood nickname?	<input type="text"/>
What is the name of your favorite childhood friend?	<input type="text"/>
What school did you attend for sixth grade?	<input type="text"/>
What is the street number of the house you grew up in?	<input type="text"/>
To what city did you take your first airplane trip?	<input type="text"/>

- 4) You should receive the following message: “Congratulations, you have successfully completed your set up for MyVCCCD.” To enter the portal, click the link that says “[Click here to continue.](#)”



For additional help with MyVCCCD, contact the District Help Desk at (805) 652-7777 or DACHelpdesk@vcccd.edu

Password Change

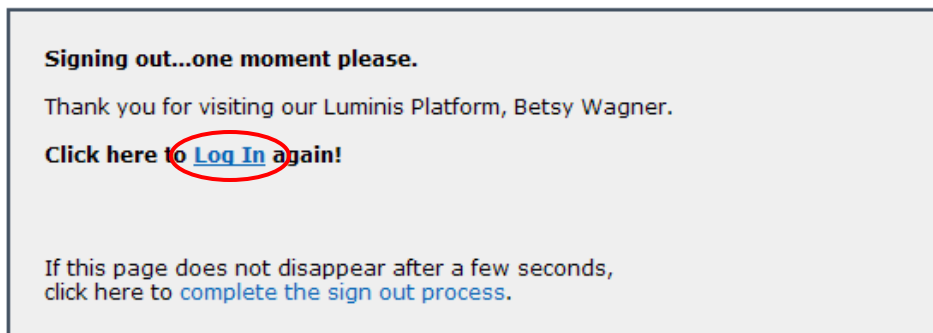
IMPORTANT: The first time you login to the portal, you will immediately need to logout and change your password to complete the Single Sign-On synchronization process.

- 5) Click the **Logout** button in the upper right corner of the screen.



- 6) Click the link to **Log In** again. Log in to the portal again using the information from Step 2.

Logout



- 7) You will see a **Password Expired** message. Enter a new password according to the specified **Password Rules**. Confirm the new password and click the **Save Changes** button.

Password Expired

- 8) You will be taken directly to the MyVCCCD portal.

IMPORTANT: Remember the password that you set in Step 7. Going forward, this is the password that will be required to login to MyVCCCD. This is also the password that will be required to login if you have a campus computer.

If you forget your password, click the **Forget Password?** link. You will be prompted to enter your User Name and the answers to two of the secret questions that you set up in Step 3.



For additional help with MyVCCCD, contact the District Help Desk at (805) 652-7777 or DACHelpdesk@vccd.edu