

First time login experience

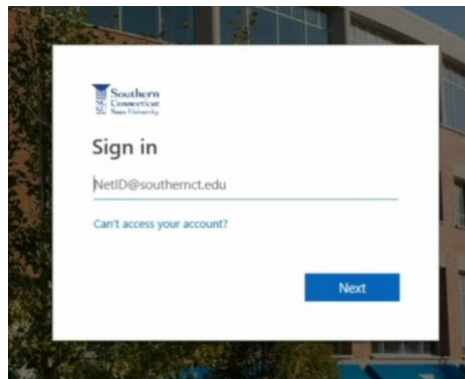
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Introduction

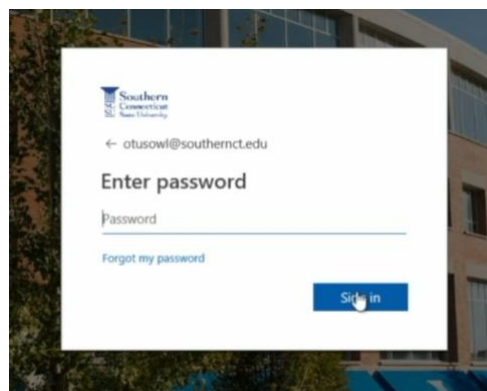
This guide will walk you through the necessary steps to take when logging into your SCSU account for the first time. This includes what credentials to use, how to set up a password, and how to set up your Multifactor Authentication (MFA).

Sign in and MFA setup

1. Open an internet browser and go to: [MyApps.southernct.edu](https://myapps.southernct.edu). Enter your full SCSU email address. This and/or your username should have been provided previously. The full email address will be your username followed by *@southernct.edu*. Select “Next”.



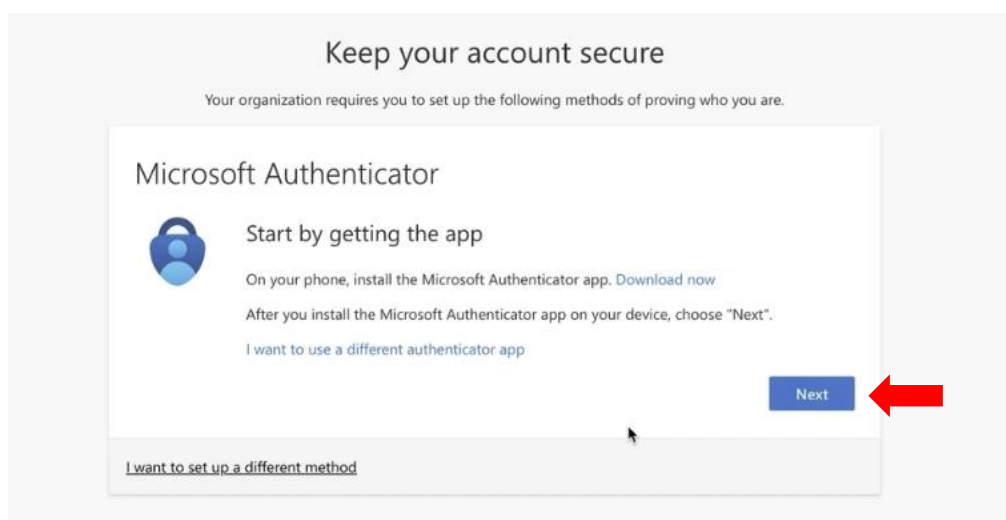
2. Enter your password. Your initial password will be set to **SCSU!mmdyy** where *mmdyy* is your six-digit date of birth. Select “Sign in”.
If this password is not accepted, please attempt the “Forgot my password” link below. If you do not have this feature set up, please contact the IT Help Desk with your ID number on hand.



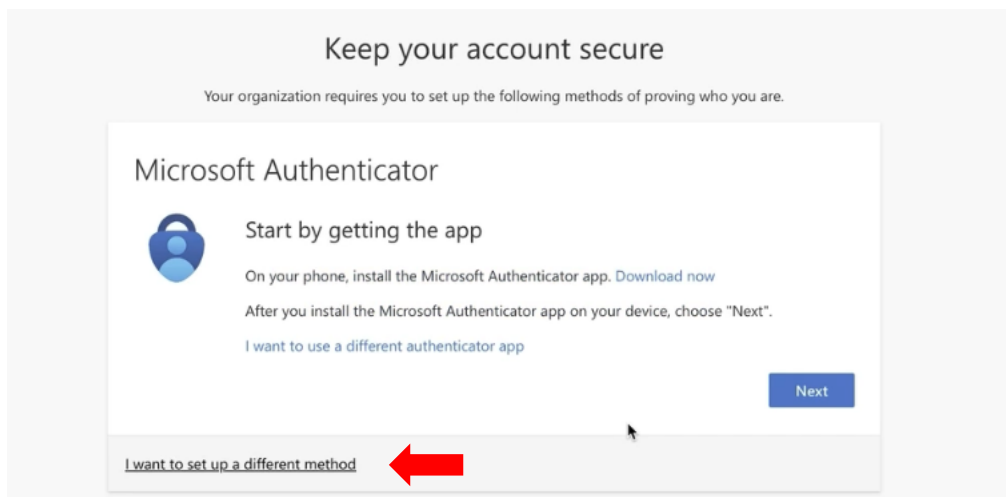
3. After successfully signing in, you will be prompted to set up your MFA (Multifactor Authentication). This is a security feature that will be used in the future to sign into your account and to reset your own password. Select “Next”.



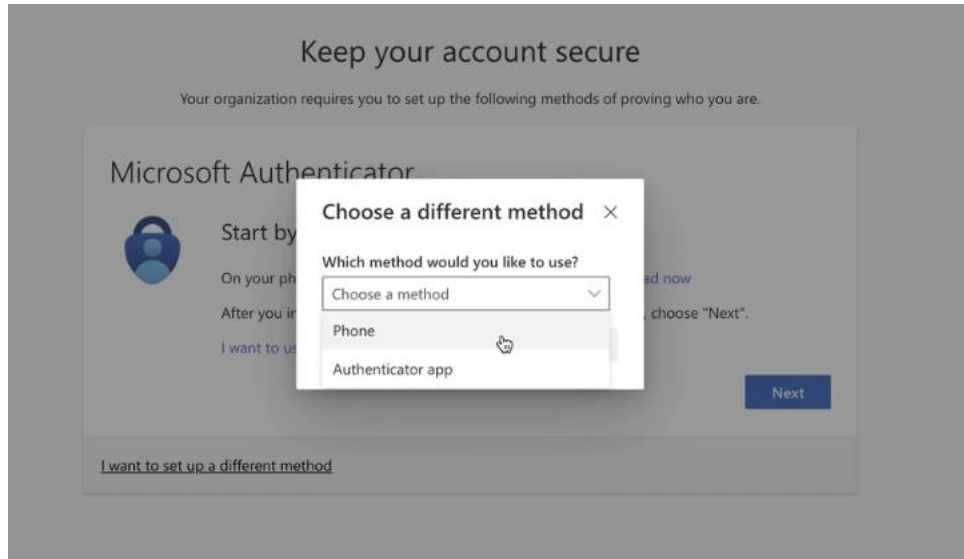
4. You may choose whether to set up your MFA via the Microsoft Authenticator app on your mobile device, or set up the text/call option.
 - a. To proceed with the Microsoft Authenticator app, click “Next” here and follow the prompts.



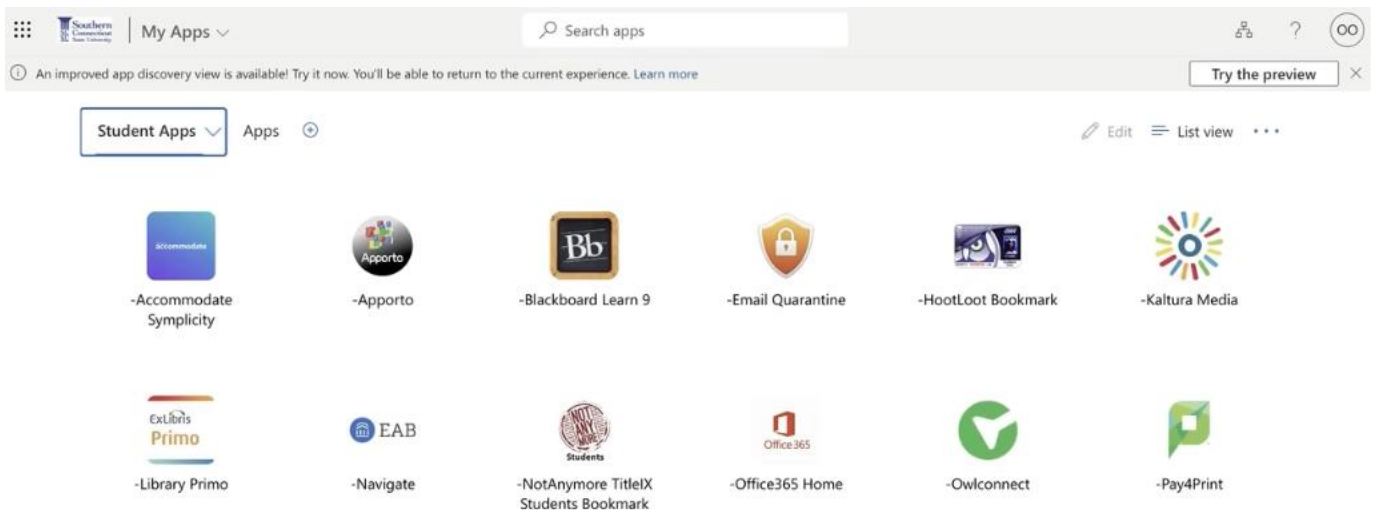
- b. To set up the text/call option, select “I want to set up a different method”, then choose “Phone” from the drop-down menu, then “Confirm”.



5. Continue to follow the prompts for either option to complete the set up.

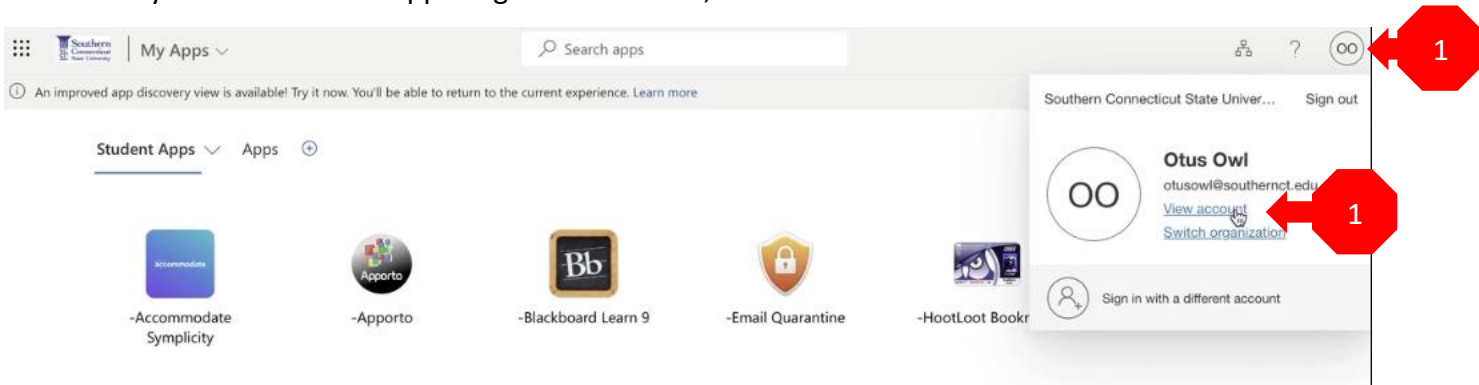


6. After your MFA is finalized, you will be brought to the MyApps portal homepage.

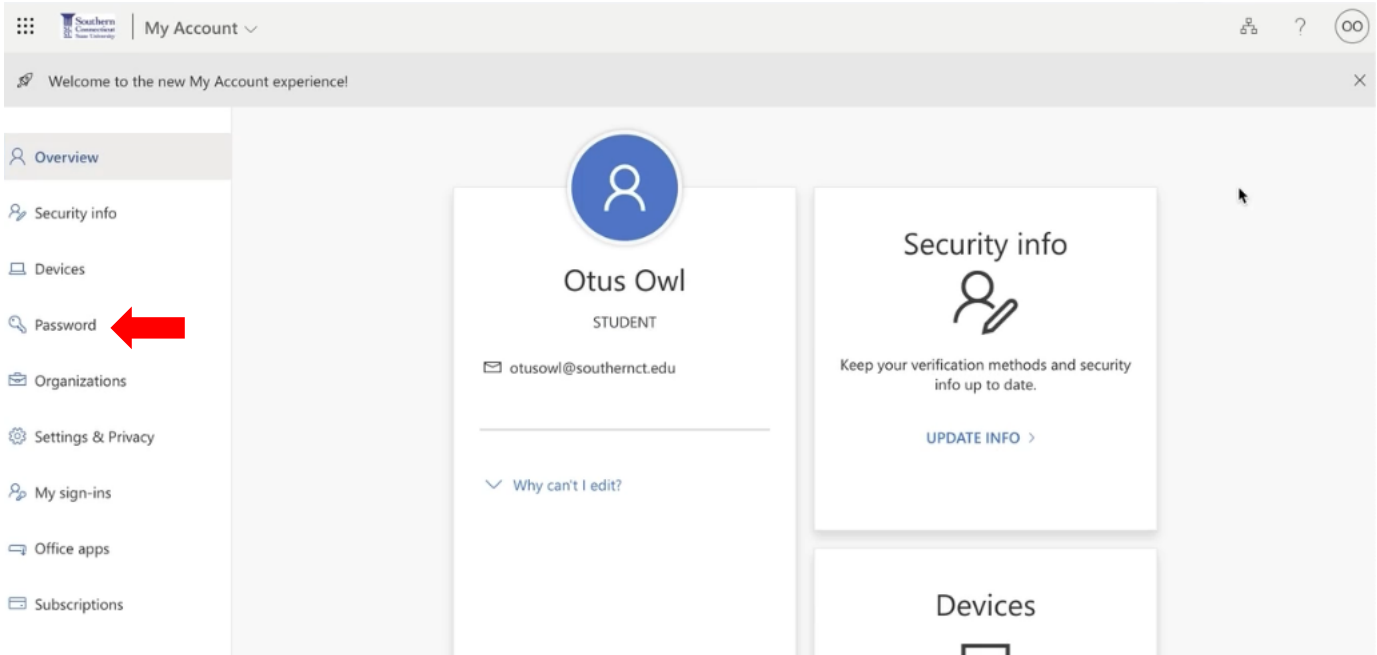


Setting up a password

1. Select your initials in the upper right-hand corner, then "View account".



2. Select "Password" from the left-hand menu.



1. Enter the current, default password below "Old password", and your new password under "Create new password" and "Confirm new password". When creating a new password, follow the requirements listed on the page. Select "Submit" when finished.