

[Video tutorial here](#)

# HOW TO

## ACCESS MYJCC



YOU WILL NEED BOTH YOUR PHONE AND COMPUTER

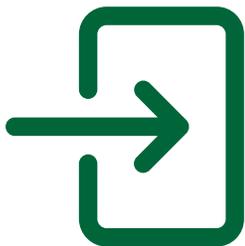
### 1 SIGN IN

- Go to [sunyjcc.edu/myjcc](https://sunyjcc.edu/myjcc)
- Select the account you want to log into (some accounts will require multi-factor authentication)
- Enter your username (smithab01) or JCC email (smithab01@sunjcc.edu), depending on the prompt
- Enter your password
  - First time login: Your initial password is your birth date in MMDDYY format (ex. 012490).
  - Returning login: If you forgot your password, select the [Forgot Password?](#) link. To change your password, select Change your MyJCC password and follow the prompts.

**JCC HELP DESK**  
716.338.1122  
[JCCHelpDesk@mail.sunjcc.edu](mailto:JCCHelpDesk@mail.sunjcc.edu)

FORGOT YOUR PASSWORD?  
[TRY THIS HELP VIDEO](#)

### 2 WHEN TO USE MYJCC



- [Banner](#): In Banner, you can access your schedule, grades, and financial aid; add and drop classes; and update your contact information.
- [Brightspace](#): Some instructors use Brightspace to share course materials and communicate with students.
- [Degree Works](#): Degree Works lets students track degree progress by showing which courses have been completed and which courses are still needed for graduation. Students can also view how their courses would fit into another program if they decide to change their major.
- [JCC email](#): Every user has a JCC email account. This is the official way JCC communicates with you, so be sure to check it regularly.
- [Library databases](#): Research with JCC's library catalogs and collections of print and online publications.

# MFA

## MULTI-FACTOR AUTHENTICATION

[Video tutorial here](#)



### SIGNING IN FOR THE FIRST TIME



- Go to the [Microsoft My Sign-Ins](#) portal.
- Enter your JCC email address and select **Next**.
- Enter your JCC password and select **Sign in**.



### DOWNLOAD THE APP

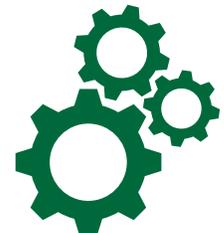


- Select **Next** on the More information required screen.
- This will bring you to a Keep your account secure screen with Microsoft Authenticator. It will give you directions on installing the Microsoft Authenticator app on your smartphone.
- Once downloaded and installed, select **Next**.



### SET UP THE APP

- You will be at a screen that shows directions to set up the app. In the app, add an account and select **Other**. Then select **Next**.
- You will see a QR code that you will use the app on your phone to scan.
- Once you scan, it will show a six-digit code under your account in the Microsoft Authenticator app.
- Enter the code and select **Next**.
- Select **Done**.



**JCC HELP DESK**  
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**TO SET UP PUSH NOTIFICATIONS, GO TO THE NEXT PAGE.**

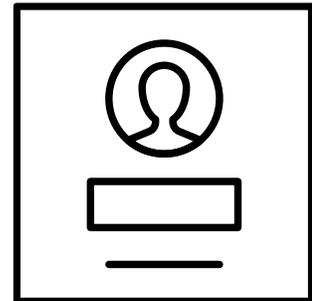
# HOW TO

## PUSH NOTIFICATIONS



### SIGN IN

- Go to the [Microsoft My Sign-Ins](#) portal.
- Enter your JCC email address and select **Next**.
- Enter your JCC password and select **Sign in**.
- Select Security info.
- Select Add sign-in method, then select Authenticator app, then select **Add**.



### ALLOW NOTIFICATIONS

- If prompted, allow notifications. Then add an account, and select Work or school, then select **Next**.
- 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, select **Next**.
- It should ask you to approve a push notification. Once complete, select **Next**.
- You are finished.

