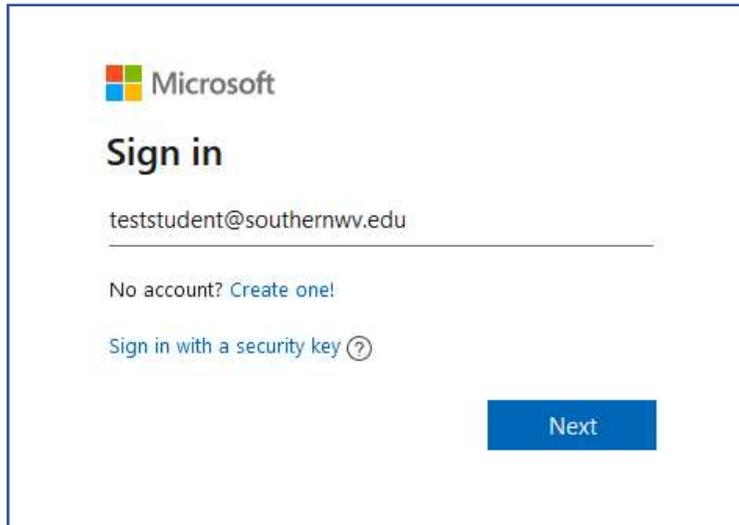


## Account Setup for New Students

**You will not be able to sign in to mySouthern or Brightspace until you update your password for the first time.**

- When you receive your account info and temporary password, go to <https://www.outlook.com>
- Click Sign in
- Enter your student email and then hit Next.



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, the email address "teststudent@southernwv.edu" is entered into a text field. Below the text field, there are two links: "No account? Create one!" and "Sign in with a security key ?". At the bottom right of the page, there is a blue button labeled "Next".

- Enter the temporary password you received in your welcome email and click Sign in.



The image shows a Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, the email address "teststudent@southernwv.edu" is displayed. The main heading is "Enter password" in a large, bold font. Below this, there is a password input field with a series of dots and a cursor. Underneath the password field, there are two links: "Forgot my password" and "Sign in with another account". At the bottom right of the page, there is a blue button labeled "Sign in".

- You will then be required to update your password. **Note: When you change your password, this will change for mySouthern and Brightspace as well. The new password must be at least 12 characters long, and contain a combination of upper- and lower-case letters, at least one number, and one special character (! @ # \$ \*)**



Microsoft

teststudent@southernwv.edu

## Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

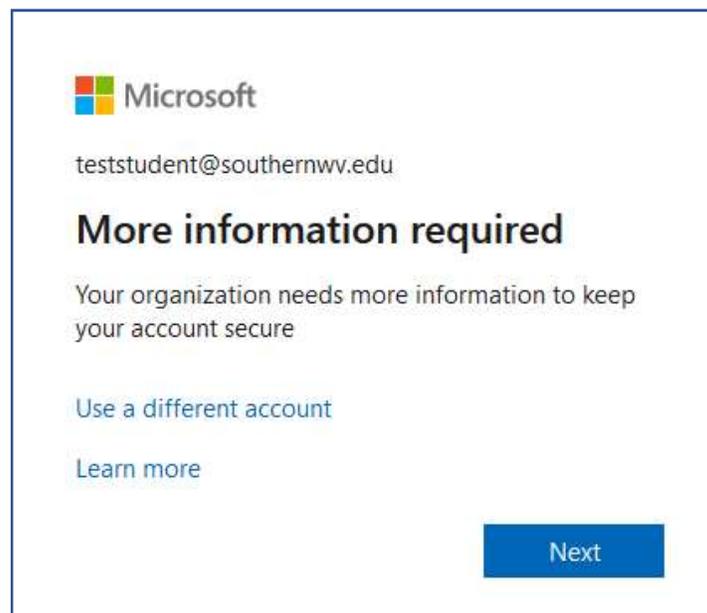
Current password

New password

Confirm password

Sign in

- After updating your password, you will be prompted to set up multifactor authentication.



Microsoft

teststudent@southernwv.edu

## More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

- You will be prompted to set up your account with the Microsoft Authenticator app, phone, email, or security questions.

- After setting your multifactor, you will be prompted to set another method to keep your account secure. This next step will allow you to reset your password if needed. You can download the Microsoft Authenticator app if you didn't previously, add a recovery email address, or create security questions.

