

Before you begin...

You will need to be able to log in to your Sandhills Community College Office 365 account to follow these steps. If you are unable to log in, please open a ticket from the MySCC webpage.

Instructions

1. Login into your SCC Webmail account from the MySCC page.
2. Log in using your Sandhills email address and password.
3. *Click* the **bubble** in the top-right corner of the window where either your picture or your initials are displayed.
4. From the menu that opens, *click* **View Account**.

5. On the next page, find the Security info panel and *click* **Update info**.

6.

11. (Optional) If you want to set this as your default authenticator, *click* **Change** next to "**Default sign-in method:**". You will be given a drop-down menu of all your available methods. Select the one you just set up, then *Click* **Confirm**.

Result

Once you enter the verification code, you will see a prompt in green saying verification was successful. You can now use the method you provided as a second authentication factor, or to recover your account.