

LOGGING IN TO ONLINE SYSTEMS

My Temple College ID # _____

My Temple College Username # _____

My Temple College email address _____@stu.templejc.edu


My first password: **Tcmmddyyyy** (case sensitive and mmdyyy is your date of birth)

Temple College requires you to login into your TC student email account first!



MICROSOFT OFFICE 365 STUDENT EMAIL

www.templejc.edu/email or login.microsoftonline.com

- Your student email account will be created within 1-business day of submitting admissions application.
- Once created, this is the ONLY email account that will be used by campus departments and faculty to communicate important information.
- New students: Until you are notified your student email account has been created, continue to check your personal email you provided on your application.
- Your TC email can be accessed from any computer with an Internet connection both on and off campus.
- Step-by-step instructions and screen shots to assist you with email are on the back-page. 

Once you are logged into your email account and have reset your password, you will have access to Campus Computers. You will also have access to your Self Service, Desire2Learn (D2L) and Library Resources which are accessible from the Connect and Library tabs in the orange toolbar at the top of the Temple College home page.



CAMPUS COMPUTERS

Campus computers are for current students, faculty, and staff. (Username: (last name + first initial + last 3 numbers of your student ID) Password: This is the same as your TC email. You will need to reset it if you have not already.



SELF SERVICE: STUDENT INFORMATION PORTAL

templejc.edu/self-service

Self Service provides access to your student records, including grades, unofficial transcripts, financial aid awards, class registration, and more! (Username: (last name + first initial + last 3 numbers of your student ID: Must be all lower case like smithj123) Password: Same password you use for your TC student email account which should have already been reset.



D2L: DESIRE2LEARN

templejc.desire2learn.com

Desire2Learn is the learning management system you will use for your Temple College coursework. (Email address: (last name + first initial + last 3 numbers of your student ID@stu.templejc.edu) Password: Same password you use for your TC student email account.



LIBRARY RESOURCES

Offers you access to a wide variety of digital resources; databases, ebooks, streaming music, and streaming video to enhance your learning. (Email address: (last name + first initial + last 3 numbers of your student ID@stu.templejc.edu) Password: Same password you use for your TC student email account.

Need assistance with D2L and online classes?

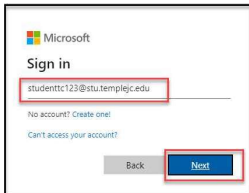
Contact the eLearning Department

- Watson Tech (WTC) Room 535 or 254-298-8388/8319

Assistance with TC email and Self Service?

Contact the Help Desk - helpdesk@templejc.edu or 254-298-8450

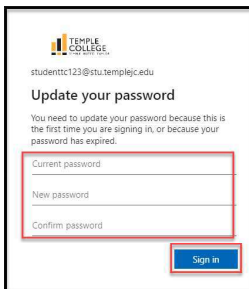
Getting Started with Email

The Microsoft sign-in screen. It features the Microsoft logo at the top left. Below it, the text "Sign in" is followed by a text input field containing the email address "studenttc123@stu.templejc.edu". There are links for "No account? Create one!" and "Can't access your account?". At the bottom, there are "Back" and "Next" buttons. The "Next" button is highlighted with a red box.

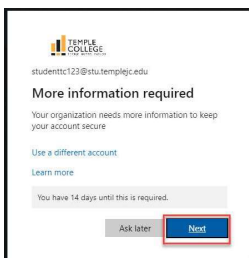
The first window that pops up will ask you for your full username. This will be the username given to you at registration plus @stu.templejc.edu for students

The Temple College "Enter password" screen. It shows the Temple College logo and the email address "studenttc123@stu.templejc.edu". There is a password input field with a red box around it. Below the field is a "Forgot my password" link. At the bottom right is a "Sign in" button, also highlighted with a red box.

You will then be taken to the password page that will have the Temple College Logo on it so you know you are in the right place.

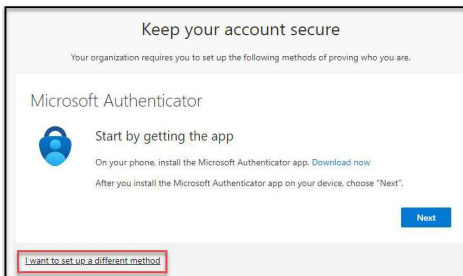
The Temple College "Update your password" screen. It explains that the password needs to be updated. It has three input fields: "Current password", "New password", and "Confirm password". A "Sign in" button is at the bottom right, highlighted with a red box.

The first time you log in, you may be asked to update your password. This will become your new password for email, D2L, and Self Service. Type in your old password once and your new password twice. Choose a new password with at least 8-characters and with at least 1 uppercase, 1 lowercase, 1 number, and 1 special character. This cannot include your name.

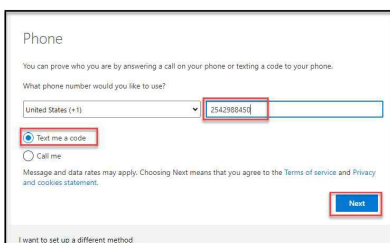
The Temple College "More information required" screen. It states that more information is needed to keep the account secure. There is a "Learn more" link and a "You have 14 days until this is required." message. At the bottom are "Ask later" and "Next" buttons. The "Next" button is highlighted with a red box.

This will become your password for email, D2L, a Self Service. This password will also be used to log into computers on TC Main Campus and the Taylor Center.

After you update your password, you will be asked for more information to keep the account secure. This step will allow you to reset your password at a later date without having to contact the helpdesk. Click on Next.

The Microsoft "Keep your account secure" screen. It promotes the Microsoft Authenticator app. There is a "Next" button at the bottom right. A red box highlights the link "I want to set up a different method" at the bottom left.

Microsoft will give you the option to use the Microsoft Authenticator app. You can use this or select "I want to set up a different method" and select Phone.

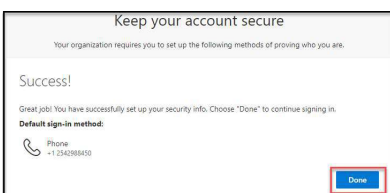
The Microsoft "Phone" verification screen. It asks for a phone number and offers two options: "Text me a code" (selected) and "Call me". A red box highlights the "Text me a code" option. There is a "Next" button at the bottom right.

Enter your phone number on the next window.

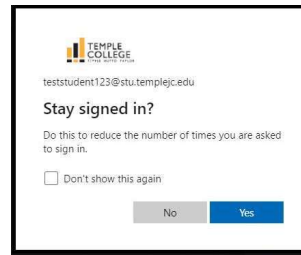
You can select text me a code or call me.

Click next.

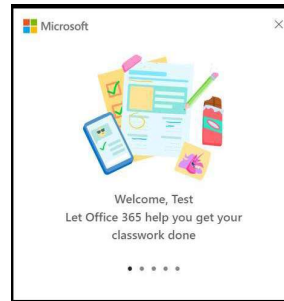
Enter the code you receive by text.

The Microsoft "Success!" screen. It says "Great job! You have successfully set up your security info. Choose 'Done' to continue signing in." It lists the "Default sign-in method" as "Phone" with the number "+1 2542988450". A "Done" button is at the bottom right, highlighted with a red box.

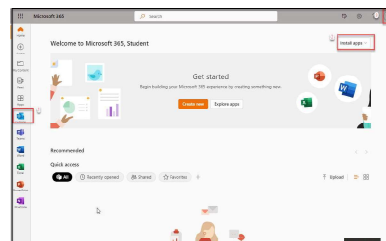
You will then see a message asking if you want to use the phone number as you default method of verification

The Temple College "Stay signed in?" screen. It asks if the user wants to stay signed in to reduce the number of times they are asked to sign in. There is a "Don't show this again" checkbox and "No" and "Yes" buttons. The "Yes" button is highlighted with a red box.

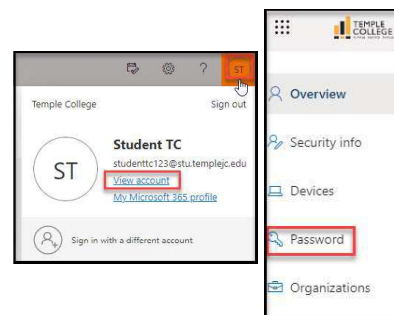
As you complete the sign-in, you will be asked if you would like to stay signed in with your Microsoft account. You can choose either yes, no, or don't show this again. Please choose one of the options, because if you close the window at this point the sign-in will fail.

The Microsoft "Welcome" screen. It says "Welcome, Test" and "Let Office 365 help you get your classwork done". There are five dots at the bottom, indicating a multi-step intro.

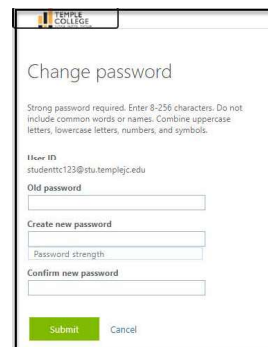
Next, you will be taken to the welcome screen introducing you to Office 365. You can click through the intro if you would like, or hit the X in the top right corner of the window.



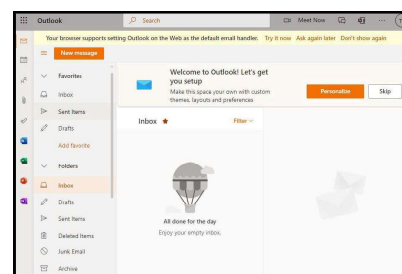
From this next screen, you will find links on the left side to all of the Microsoft products that you have access to. 1. Click on the Blue Outlook Icon to access your email. 2. You can install Microsoft office on your computer.



You must reset your password before you can log into Self Service. If you were not prompted to reset your password, click on your initials in the upper right corner (3). Go to View Account, and select password.

The Temple College "Change password" screen. It has fields for "Old password", "Create new password", "Password strength", and "Confirm new password". A "Submit" button is at the bottom.

Type in your old password once and your new password twice. Choose a new password with at least 8-characters and with at least 1 uppercase, 1 lowercase, 1 number, and 1 special character. This cannot include your name.



Congratulations! You successfully set up your Email account at Temple College. If you have any more questions, contact us at helpdesk@templejc.edu or 254-298-8450