HOW TO SIGN IN TO THE NEW PORTAL & UPDATE YOUR PASSWORD

1. Click the link for the site and select if you are student or an employee of FMU. (Or you can go directly to Microsoft 365 via portal.office.com and skip to #2.)

 Login with Ellucian Ethos Identii 	× +							- 0	×
← → C ⋒ ः eis-dev.	ec.fmarion.edu/authenticationendpoint/	ogin.do?RelayState=eyJ0ZW5	hbnRJZCI6ljAzZGJmM	jZkLWZkYmMtNDg4Zi05	NmY2L 🗞 🛧	%a £1	- I 💷	🖶 Incognito	
G Google 🔇 vSphere Login 🚦 O	WA - 365 🥐 Pure - VMs 🥐 Pure - VD	s 🕤 Student VDI (vcente	🚺 OneWeb - FMU AD	WebAdmin-OneCard	PaperCut -FMU			All Boo	kmarks
	Francis Marion University								
	Sign in to your accourt	nt							
		Sign In With Employ Sign In With Student	2e						

2. Put in your full university issued email address click **Next.** Then enter the appropriate password and click **Sign in**. EX: Student Email address end in @g.fmarion.edu; Employee email address end in @fmarion.edu

Sign in	
test.user@g.fmarion.edu	← test.user@g.tmarion.edu
No account? Create one!	Enter password
Can't access your account?	
Back Next	Forgot my password
	Sign in

 If you have never used your FMU issued Office 365 account, then you will need to follow the onscreen instructions to fill out some additional information for Multifactor Authentication (MFA). Click Next

Microsoft	
test.user@g.fmarion	n.edu
Action Requ	ired
Your organization re information. Follow set up the Microsoft	equires additional security the prompts to download and t Authenticator app.
Use a different acco	unt
Learn more about th	ne Microsoft Authenticator app
You have 14 days ur	ntil this is required.

4. **Click Next**. You will need to fill out additional information to set up MFA if you have not already. You will need both a Smartphone (to download the Microsoft Authenticator app) and you will need a computer or tablet to complete this process.

Keep your account secure Method 1 of 2: App 2 Phone	g.fmarion.edu		
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App Phone		Meth	hod 1 of 2: App
Microsoft Authoriticator		App	Phone
WICTOSOIL AULTENTICATOR		Microsoft Authenticator	
Start by getting the app		Start by getting the ap	рр
On your phone, install the Microsoft Authenticator app. Download now		On your phone, install the Micros	osoft Authenticator app. Download now
After you install the Microsoft Authenticator app on your device, choose "Next".		After you install the Microsoft Au	uthenticator app on your device, choose "Next".
I want to use a different authenticator app		I want to use a different authenti	ticator app
Next			Next

5. Click -> Next -> Accept.

g.fmarion.edu	
	Keep your account secure
	Method 1 of 2: App
	App Phone
	Microsoft Authenticator
	Set up your account If prompted, allow notifications. Then add an account, and select "Work or school".
	Back Next

6. Use your Smartphone to scan the code within Microsoft Authenticator and Click Next. NOTE: This process is time sensitive so if not completed in a timely manner, it will give you an error message.



7. You will receive a code on your Smartphone to enter so you can continue to the next screen. Click Next

Ke	ep your account	secure
	Method 1 of 2: App	
App		2 Phone
Minnerft Authorit		
Microsoft Authent	licator	
Let's try it o	but	
Approve the not	fication we're sending to your ap	p by entering the number shown below.
<u> </u>		

8. If successful, then you will see the following: Click Next to continue.

	Keep your acc	ount secure
	Method 1 of	f 2: App
	App	2 Phone
M	Vetification approved	
		Back

9. Enter your Smartphone cell phone number and you can select either to receive a text message or call the number. This example shows the call the number option. Once verified Click **Next.**

g.fmarion.edu		
	Keep your a	ccount secure
	Method 2 App	of 2: Phone
	Phone	sfully.
		Next

10. Click **Done.** Click **Get Started** on the next screen or X to close the welcome screen.



	Microsoft 365	₽ Search	
A Home			g.fmarion.edu Sign out
(+) Create	Welcome to Microsoft 365, test		test user test.user@g.fmarion.edu
Content	6		View account My Microsoft 365 profile
⊟p Feed	🚽 🛌	Get started	$(\mathcal{R}_{\mathbf{y}})$ Sign in with a different account
		Create new Explore apps	
Dutlook	Quick access		
uji -	Quick access		
Teams	C All C Recently opened 88	Shared ☆ Favorites +	T Upload = 88

11. Click on the initials in the top right corner and select View account.

It is recommended that you add additional sign-in methods to your Microsoft account.

Sign into your Microsoft account at https://account.microsoft.com and select "UPDATE INFO" in the Security Info card





::: My Sign-Ins 🗸			6°a	3 C
A Overview	Security info			
𝒫 Security info	These are the methods you use to sign into your account or reset your password	i.		
📮 Devices	Tou re using une most advisable sign-in method where it appires. Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification Change			
💫 Password	+ Add sign-in method			
Crganizations	& Phone	Change	Delete	~
🔒 Settings & Privacy	S Office phone	Change	Delete	
Recent activity	Password (preview)	Change		
	Microsoft Authenticator Push multi-factor authentication (MFA)		Delete	
	Email Email	Change	Delete	

It is recommended that you include at a minimum the Authenticator app, a cellphone or a callback number, and a secondary email address for additional sign-in methods.

Add a method	
Which method would you like to add?	
Choose a method	\sim
Authenticator app	
Alternate phone	
Email	
Office phone	

12. You can click Password option on the left side or in the middle of the next page to change the password.



13. Type in your old password and then your newly created password. Click Submit. NOTE: Password must be at least 8 characters in length and have at least 1 Capital letter.

Microsoft	@fmarion.edu	?
Change password		
User ID ©fmarion.edu		
Old password		
Create new password		
Confirm new password		
Submit		

You have now successfully changed your password through Portal via Microsoft 365.

If your password expires or you forget your password, follow these steps to reset it:



4. Enter code and reset password

Confirm the code to create a new password. Learn how to create a strong password.

- 1. Paste or type the code you received and select **Next**.
- 2. Type your new password and select Next.

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