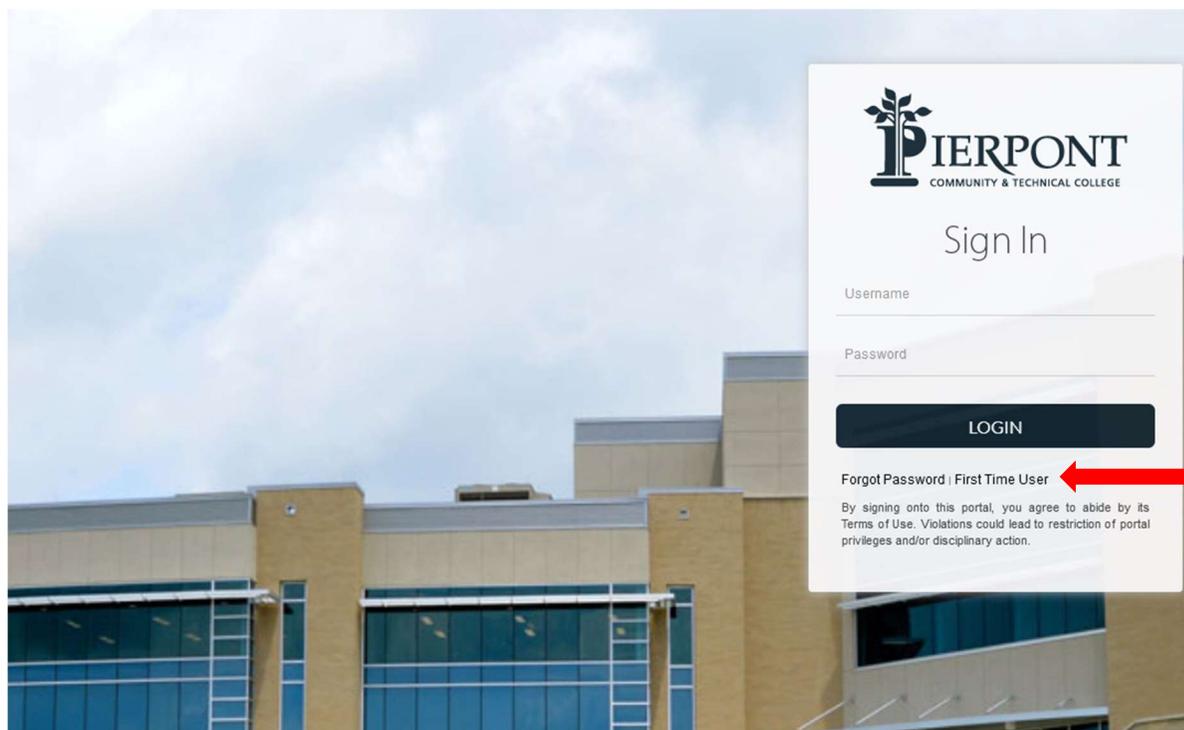


**Step 1**

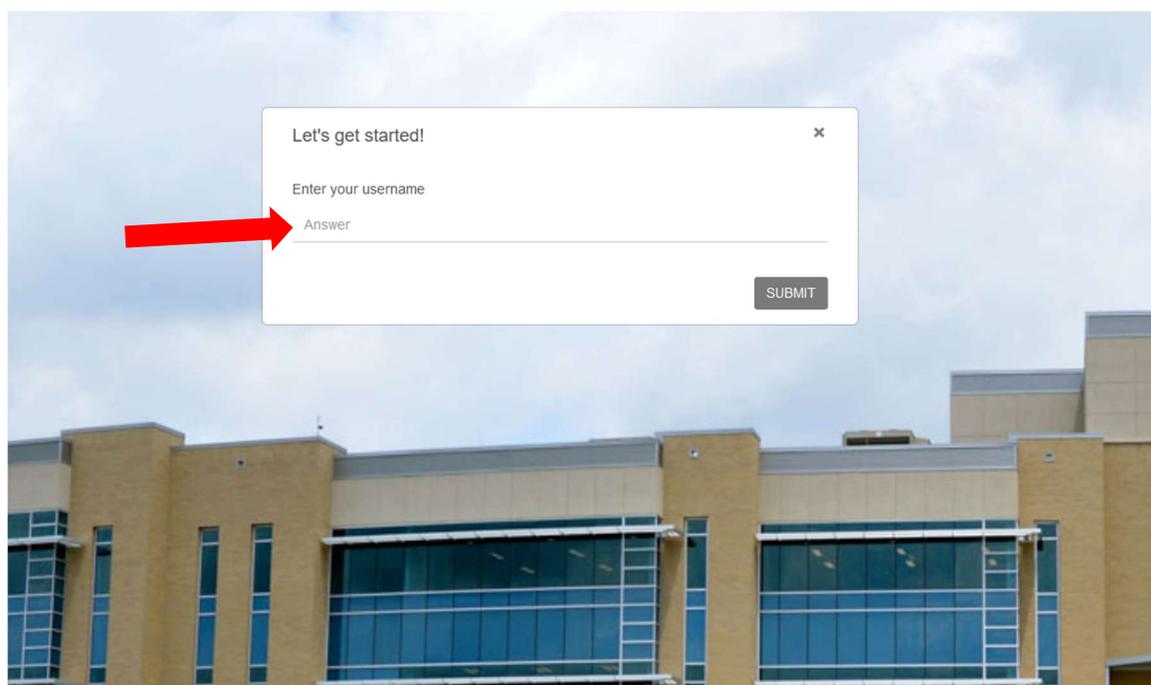
Go to <http://my.pierpont.edu>

**Step 2**

Click on **First Time User**

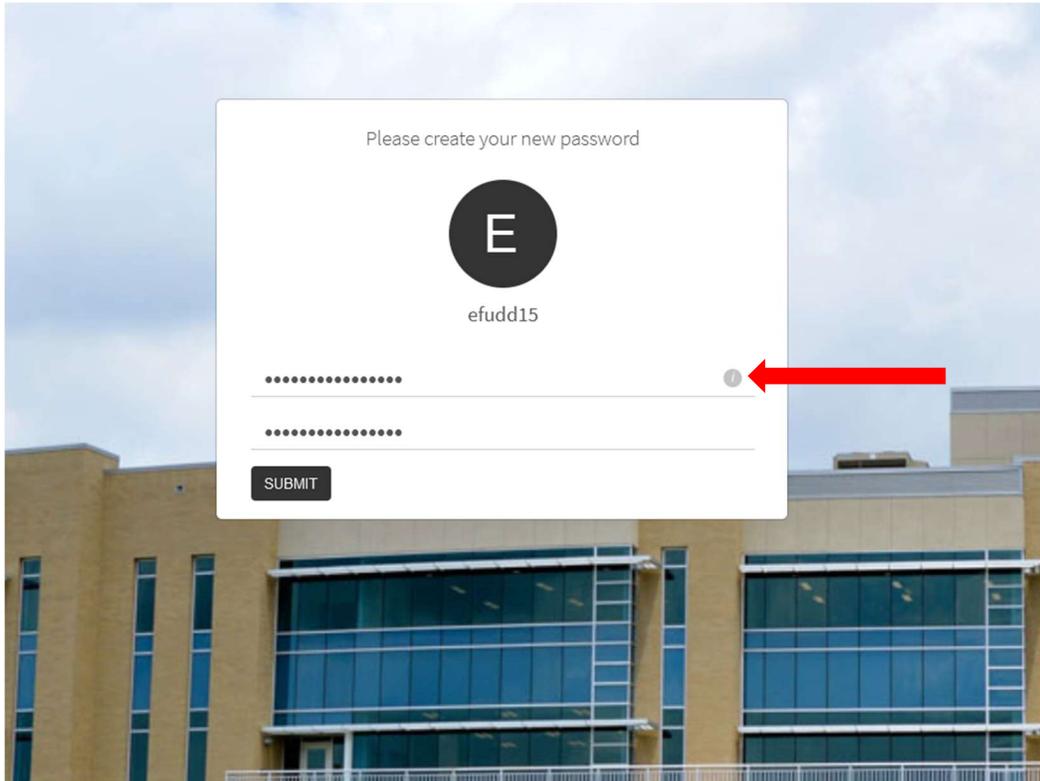
**Step 3**

Enter your username (i.e. jdoe, bbunny, efudd15)



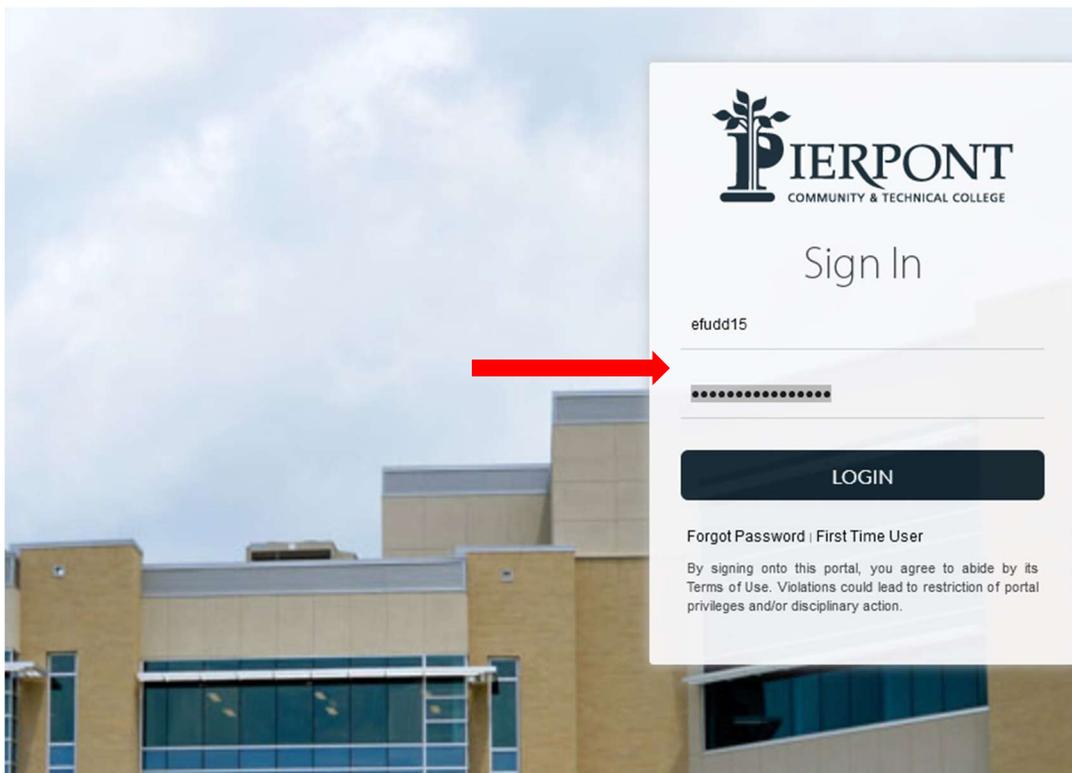
#### Step 4

Create a password and click Submit. The information button gives clarification on password complexity requirements.



#### Step 5

After you create your password you will be taken back to the login screen where you will enter your username and the password that you just created.



## Step 6

The first time you log in after setting your password you will be required to set up your account recovery options. There are security questions, and a phone recovery option, you can choose to do one or both.

### Account Recovery Settings

**Security Questions** allows you to provide personal answers that can be used to verify your identity in case you forget your password. The answers should be both easy to remember and difficult to guess.

**Email Recovery** allows you to specify one email address where you may receive verification codes. If you previously provided the college with a Personal Email address, this address is provided by default. If you prefer another address, enter your preferred address and click Update to complete the email verification process.

**Phone Recovery (optional)** allows you to specify one mobile phone number where you may receive verification codes via text.

#### Security Questions

Set up your security questions and answers to recover your password.

[TIPS FOR CHOOSING A GOOD SECURITY QUESTION](#)

Q Name of your childhood best friend?	Q What is the name of your favorite movie?
A .....	A .....
Q What is your nickname?	Q Last name of favorite elementary school teacher?
A .....	A .....

**SUBMIT**

#### Phone Recovery

[Back to Account Security](#) [My Applications](#)

## Account Recovery Settings

[← Back to Account Security](#)

### Account Recovery Settings

**Security Questions** allows you to provide personal answers that can be used to verify your identity in case you forget your password. The answers should be both easy to remember and difficult to guess.

**Email Recovery** allows you to specify one email address where you may receive verification codes. If you previously provided the college with a Personal Email address, this address is provided by default. If you prefer another address, enter your preferred address and click Update to complete the email verification process.

**Phone Recovery (optional)** allows you to specify one mobile phone number where you may receive verification codes via text.

#### Security Questions

#### Phone Recovery

You can recover your password using your verified mobile phone number. Use numbers with no special characters and no spaces.

Primary

United States +1 3048675309 ✓

**VERIFY**

[Back to Account Security](#) [My Applications](#)



## Step 7

After setting up your recovery options click “My Applications” at the bottom of the screen

The screenshot shows the 'Account Recovery Settings' page. At the top right is a 'Back to Account Security' button. The main content area has a title 'Account Recovery Settings' and three sections: 'Security Questions', 'Phone Recovery', and 'Phone Recovery (optional)'. The 'Phone Recovery' section is active, showing a form with a dropdown for 'United States', a text input for '+1 3048675309' with a green checkmark, and a 'VERIFY' button. At the bottom right of the form area are two buttons: 'Back to Account Security' and 'My Applications', with the latter circled in red. Below the form area, there are two large dark buttons: 'Back to Account Security' and 'My Applications', with a red arrow pointing to the 'My Applications' button.

## Step 8

You will be re-directed to the dashboard where you will see Icons for the applications you have access to (i.e. Email, ROAR, Blackboard).

The screenshot shows the dashboard header with the Pierpont Community & Technical College logo and the user name 'Hello, efudd151'. Below the header are four application icons in a row: Blackboard (Bb icon), Office 365 (Office 365 icon), ROAR (ROAR icon), and Email (Email icon with the note '(DO NOT USE. Use Office 365)'). At the bottom of the page, there is a footer with the text '© QuickLaunch, Inc. All Rights Reserved 2018 | Privacy Policy | Terms of Use | Disclaimer'.