# CHANGING YOUR My Portal Password

- 1. Go to www.maderacollege.edu and click My Portal
- 2. Click 🔊 Sign In
- 3. Sign into Microsoft (college ID number@my.scccd.edu)
- 4. When on the My Portal sign in page, click **Change Password** at the bottom of the screen then enter the required information and **Submit** (passwords MUST be 12 characters long)

Microsoft	
Sign in to continue to Outlook	
1234567@my.scccd.edu	<b>f</b> ~
Can't access your account?	
	Next





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Update Password

Username	7-digit \$CCCD/college ID number
Old passwo	rd
New passwo	ord
Confirm nev	v password



• If you forgot your password, use the <u>Password</u> <u>Reset</u> tool to regain access to your account.

### Once successfully updated, click **My Portal** at the bottom of the page and sign in with your new password.



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Update Password

Your password is successfully updated.



#### Sign in with your SCCCD account



### **QUESTIONS?**

### SCCCD HELPDESK

## For 24/7 assistance call: 559.499.6072 (local) or 844.887.2223 (toll free)

#### SCCCD SUPPORT CENTER

https://scccd.edusupportcenter.com

#### MADERA COMMUNITY COLLEGE TECHNOLOGY

https://www.maderacollege.edu/campus-life/technology-

<u>help.html</u>

