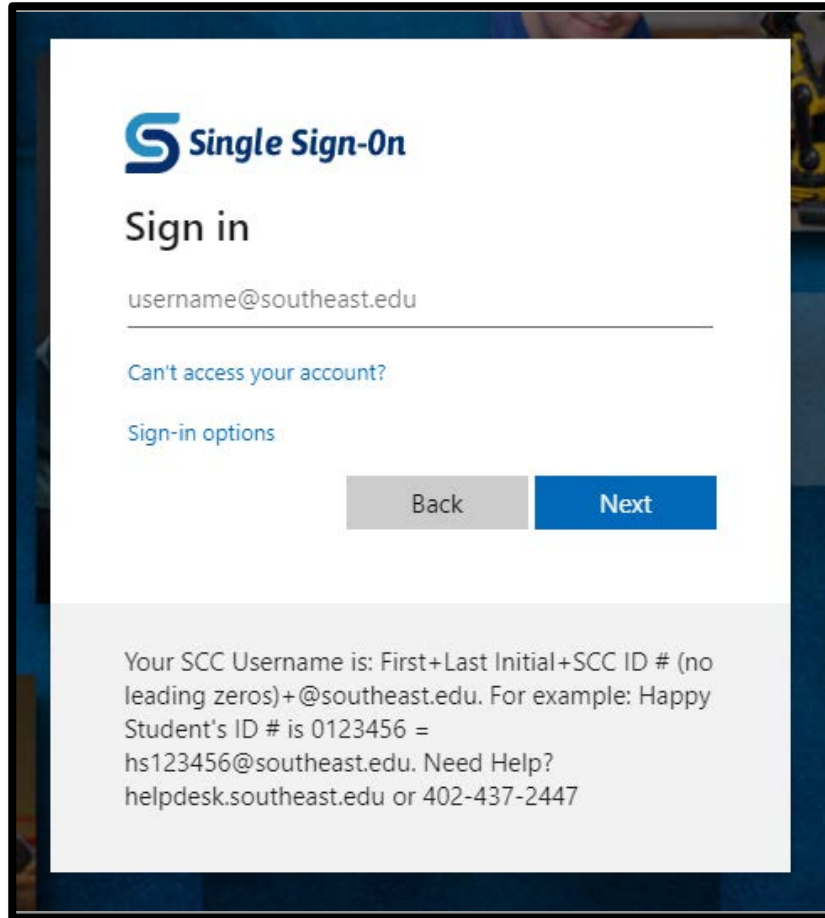


SCC Password Security Setup

By
SCC Helpdesk

SCC Account Security Set-Up

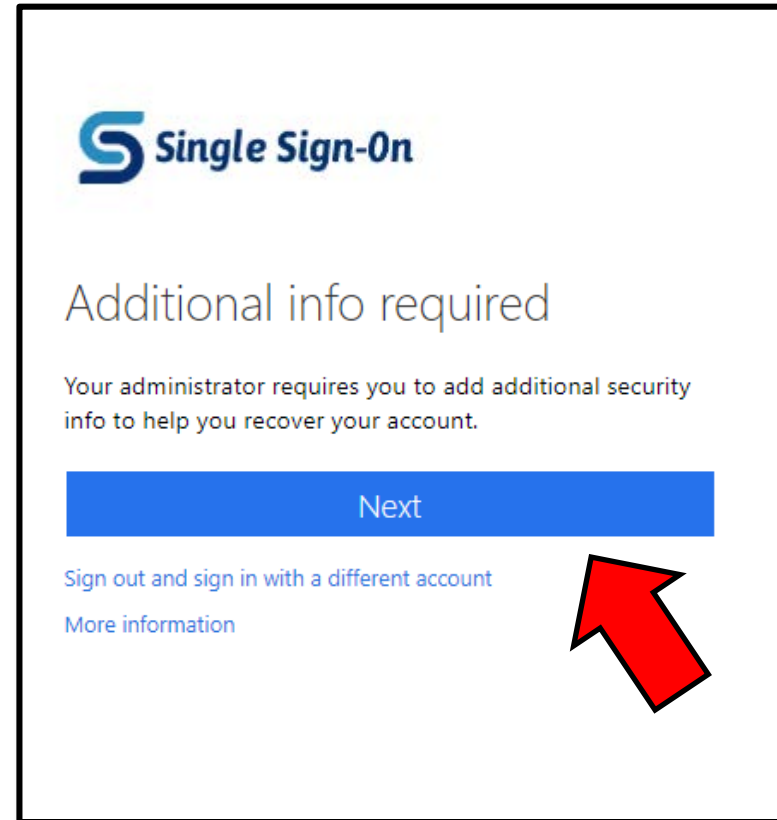
Step 1: Login to thehub.southeast.edu



The screenshot shows the Single Sign-On login interface. At the top left is the 'Single Sign-On' logo. Below it is the heading 'Sign in'. A text input field contains 'username@southeast.edu'. Below the input field is a link 'Can't access your account?'. Underneath is the text 'Sign-in options:'. At the bottom of the sign-in area are two buttons: 'Back' (grey) and 'Next' (blue). At the bottom of the page, there is a grey box containing the following text: 'Your SCC Username is: First+Last Initial+SCC ID # (no leading zeros)+@southeast.edu. For example: Happy Student's ID # is 0123456 = hs123456@southeast.edu. Need Help? helpdesk.southeast.edu or 402-437-2447'.

Note: You may need to sign into thehub.southeast.edu

Need help with that?
[How to Login to the Hub Guide](#)

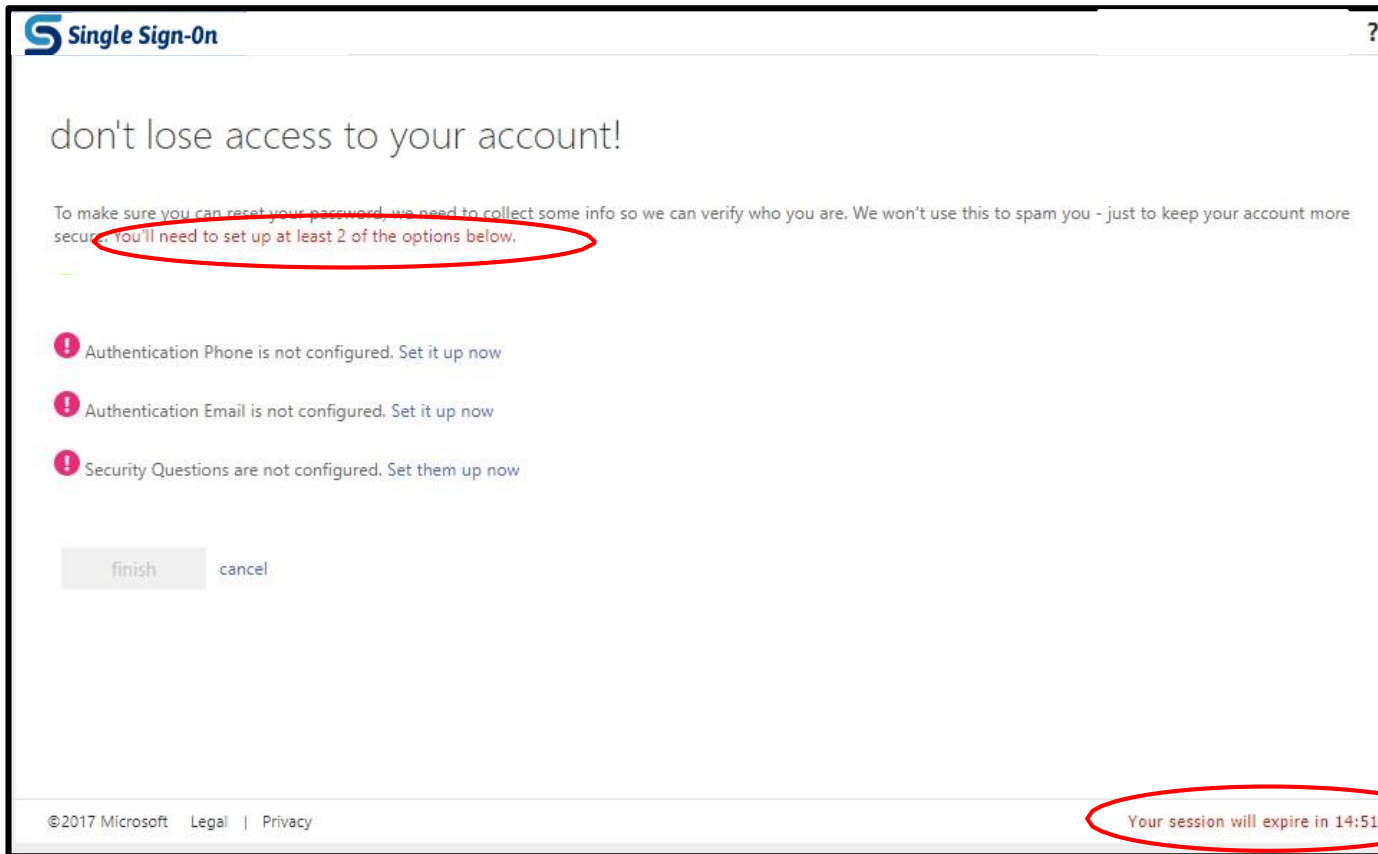


The screenshot shows the 'Additional info required' page. At the top left is the 'Single Sign-On' logo. Below it is the heading 'Additional info required'. The text reads: 'Your administrator requires you to add additional security info to help you recover your account.' Below this text is a large blue button labeled 'Next'. Underneath the button are two links: 'Sign out and sign in with a different account' and 'More information'. A red arrow points to the 'Next' button.

Step 2: Click Next

SCC Account Security Set-Up

Note: Once you are logged in, your webpage should look similar to the one below



Note: Your session has a 15 minute timer once started, if you move around on the page, the timer resets.

SCC Account Security Set-Up (Phone)

Step 3: Select **Set it up now** next to your desired first selection (2 out of 3 are required)

Single Sign-On

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below.

- ! Authentication Phone is not configured. Set it up now
- ! Authentication Email is not configured. Set it up now
- ! Security Questions are not configured. Set them up now

finish cancel

©2017 Microsoft Legal | Privacy Your session will expire in 14:51

SCC Account Security Set-Up (Phone)

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

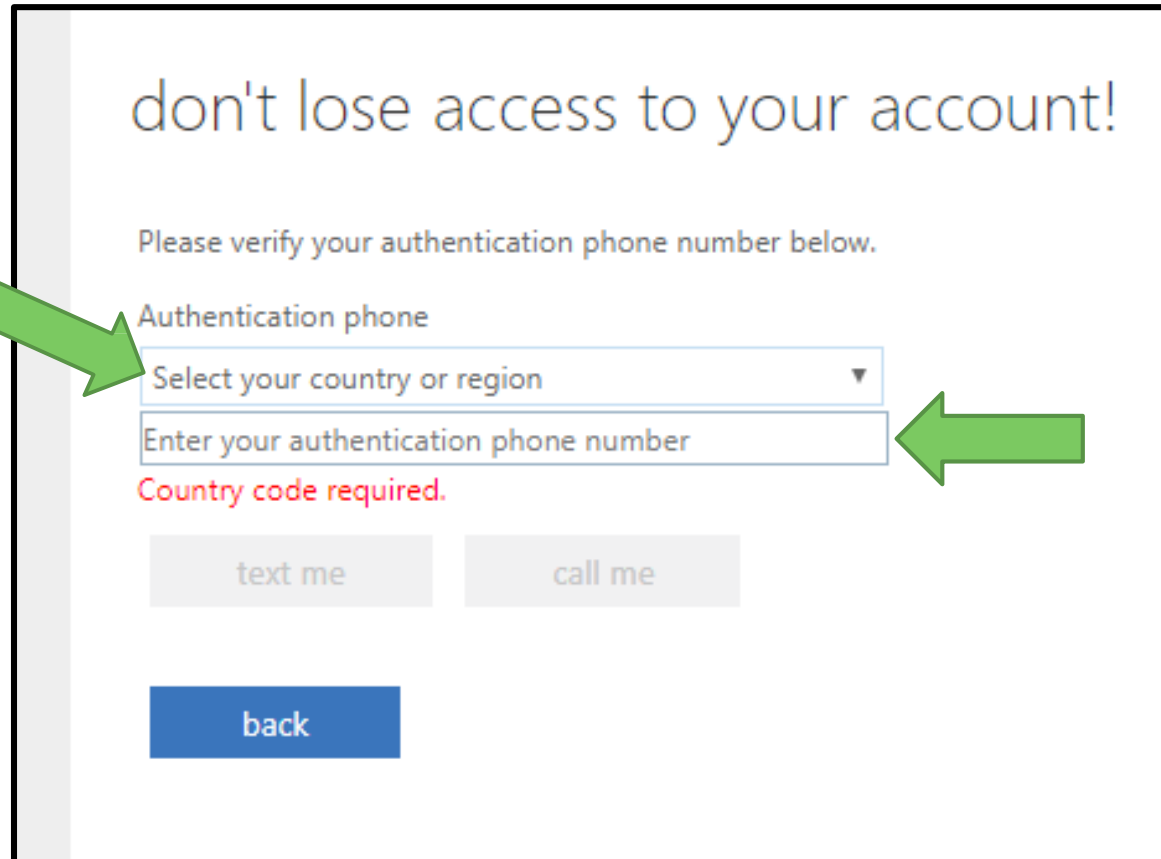
Select your country or region

Enter your authentication phone number

Country code required.

text me call me

back



Step 4: Select your **Country code** from the drop down arrow and enter you phone number below that

SCC Account Security Set-Up (Phone)

Step 5: Choose **text me** or **call me** to verify your phone number

Single Sign-On

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

402-555-5555

text me call me

back

Note: If you choose **call me** you will receive a call to your phone and be asked to press “#” to verify. If you use a landline phone, you must be present to answer in order to use that phone.

Single Sign-On

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

402-555-5555

text me call me

We've sent a text message containing a verification code to your phone.

695435

verify try again

back

Note: Once you have received a text or call, use the **code** you receive in the box above and click **verify**.

SCC Account Security Set-Up (E-mail)

Step 6: Select **Set it up now** next to your desired second selection (2 out of 3 are required)

Single Sign-On

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below.

- ! Authentication Phone is not configured. Set it up now
- ! Authentication Email is not configured. Set it up now
- ! Security Questions are not configured. Set them up now

finish cancel

©2017 Microsoft Legal | Privacy Your session will expire in 14:51

SCC Account Security Set-Up (E-mail)

Single Sign-On

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

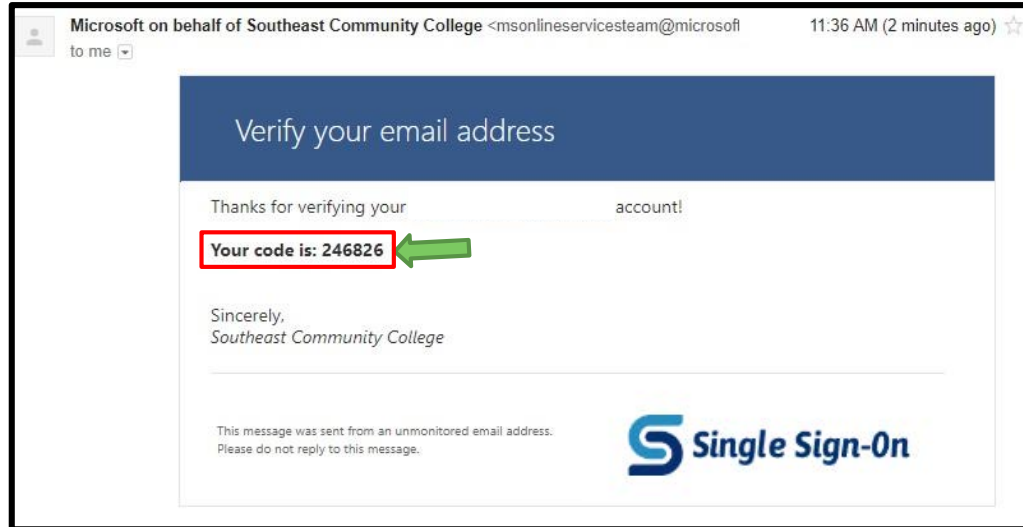
janeandjohndoe@gmail.com

email me

back

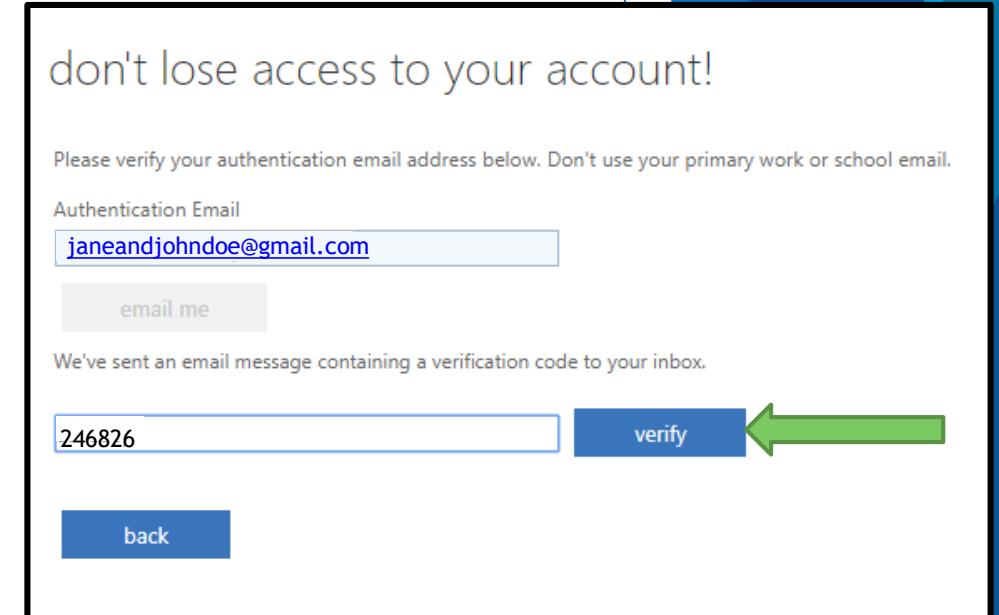
Step 7: Enter in your non-SCC personal e-mail address and click **e-mail me** to send a verification code to that address

SCC Account Security Set-Up (E-mail)



Step 8: Access your personal e-mail and get the code

Step 9: Put the code into the verification code area and click **verify**



SCC Account Security Set-Up (Questions)

Step 10: Click **Set them up now** next to the Security Questions option to complete

Single Sign-On

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below.

- ! Authentication Phone is not configured. Set it up now
- ! Authentication Email is not configured. Set it up now
- ! Security Questions are not configured. Set them up now

finish cancel

©2017 Microsoft Legal | Privacy Your session will expire in 14:51

Note: Only 2 out of 3 options are required to complete set-up

SCC Account Security Set-Up (Questions)

don't lose access to your account!

Please select questions to answer below. **Your admin requires you to set up 5 questions, and answers must be at least 3 characters long.**

Security question 1

What is your mother's middle name?

N/A



Security question 2

In what city did you meet your first spouse/partner?

N/A



Security question 3

What was the name of the first school you attended?

N/A



save answers

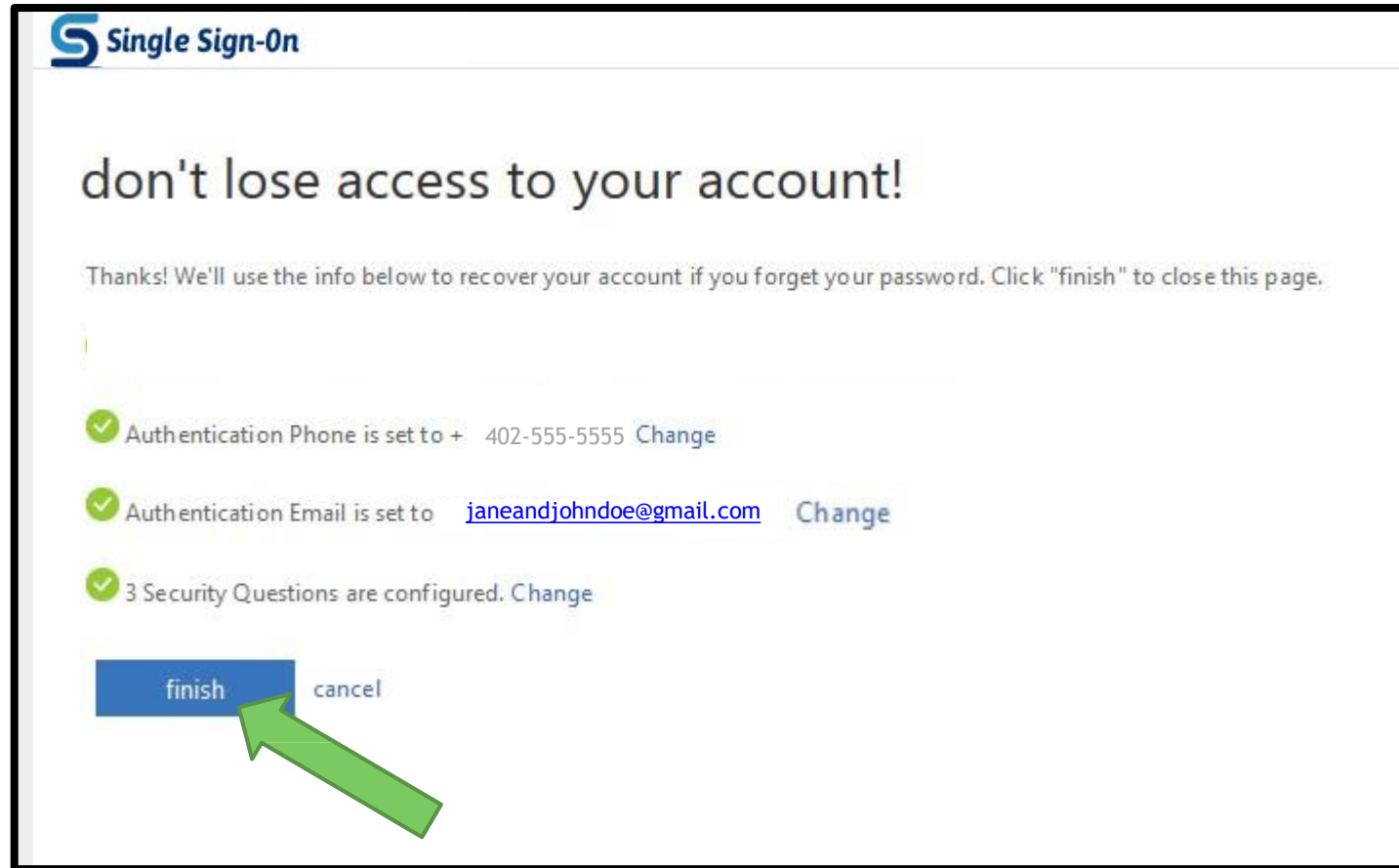
back

Step 11: You will have to select 5 different security questions from the drop downs. Security answers need to be at least 3 characters long.

This only shows 3 of the 5 security questions you will need to setup

SCC Account Security Set-Up

Step 12: When you are complete with your options, as listed below, click the **finish** button to finalize



S Single Sign-On

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ✓ Authentication Phone is set to + 402-555-5555 [Change](#)
- ✓ Authentication Email is set to janeandjohndoe@gmail.com [Change](#)
- ✓ 3 Security Questions are configured. [Change](#)

[finish](#) [cancel](#)

Questions?

Contact the SCC Helpdesk

402-437-2447

helpdesk@southeast.edu

Website: helpdesk.southeast.edu