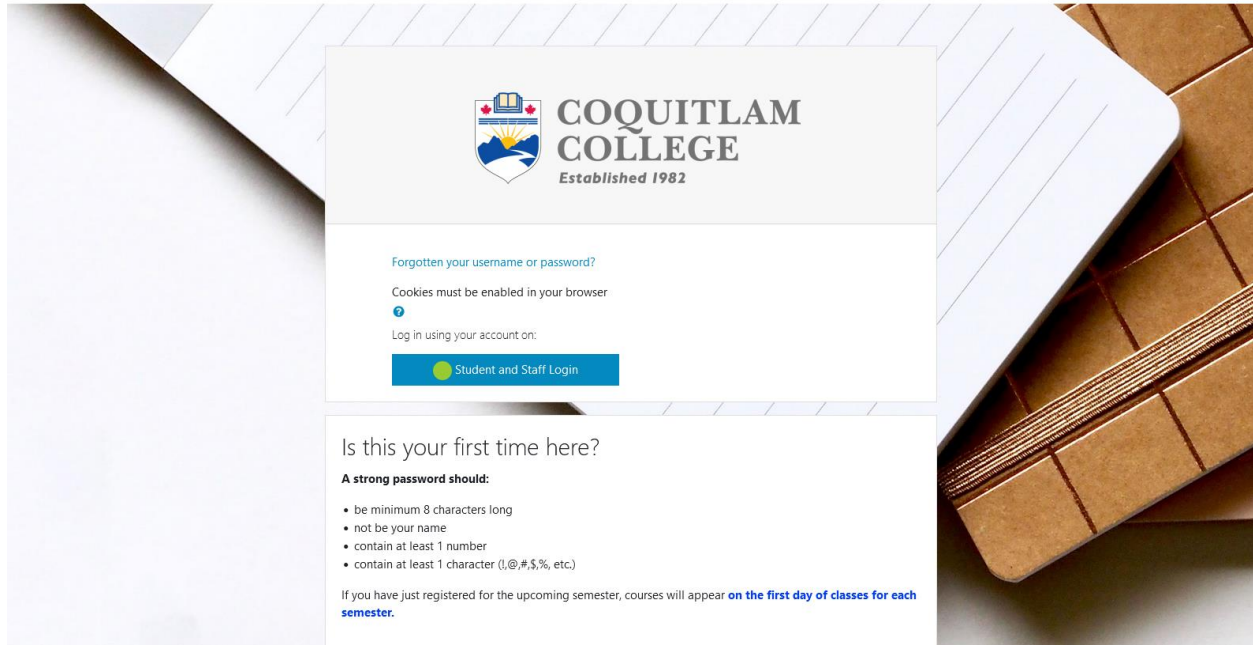


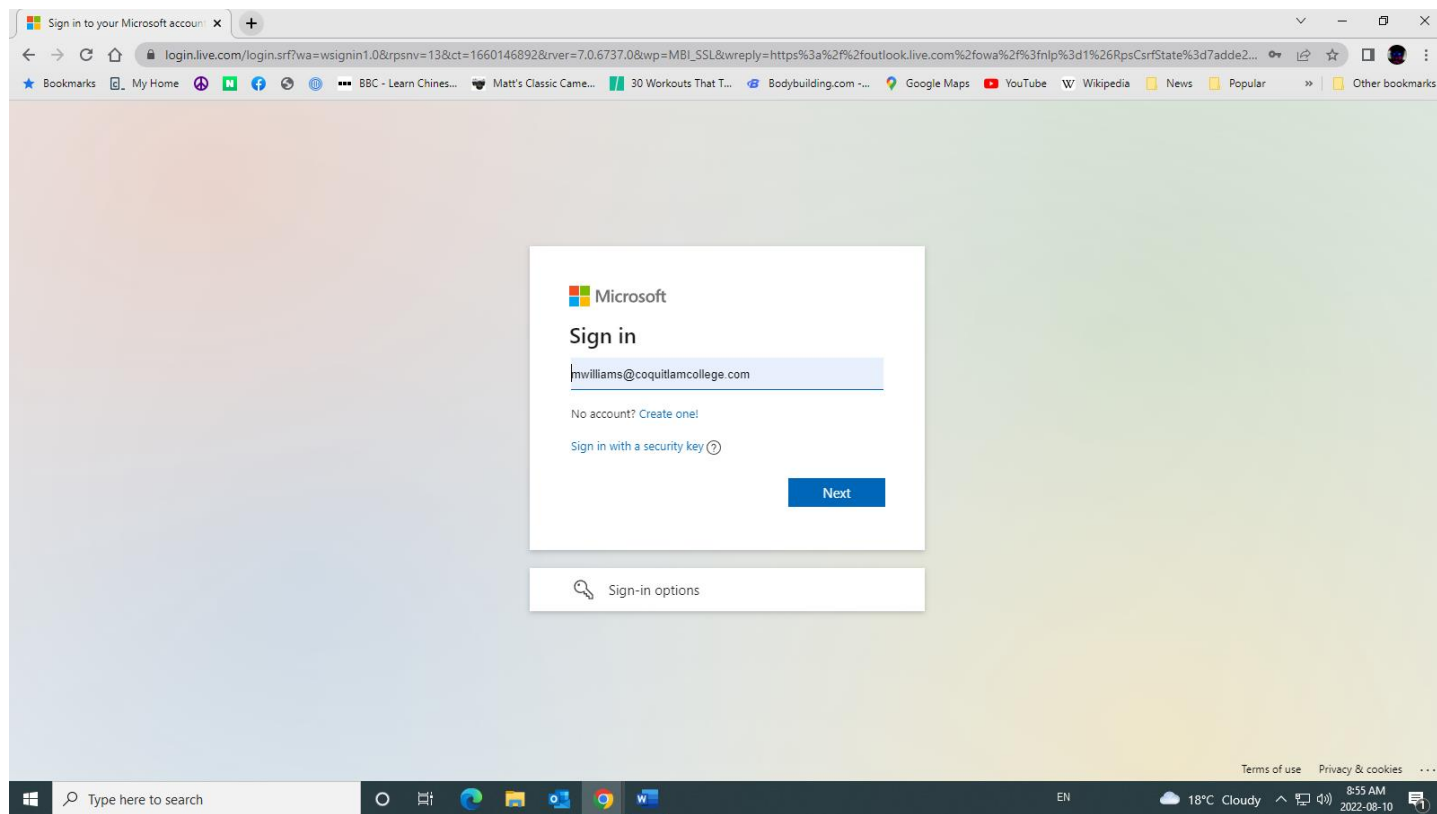
1) Go to your browser of choice and go to mycc.coquitlamcollege.com

Click on the 'Student and Staff Login' button to log in to MyCC

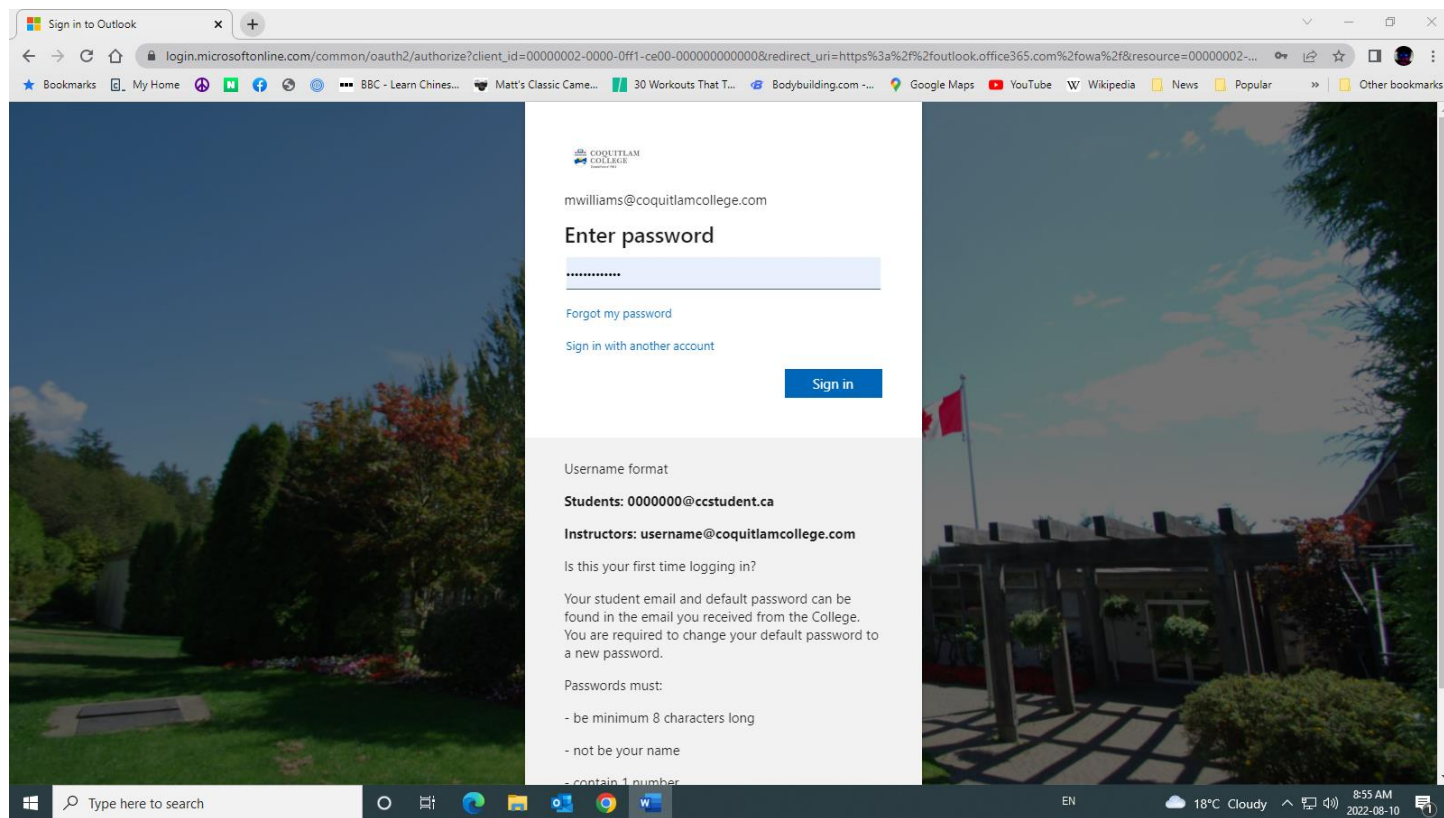


2) Click the “Student and Staff Login” button

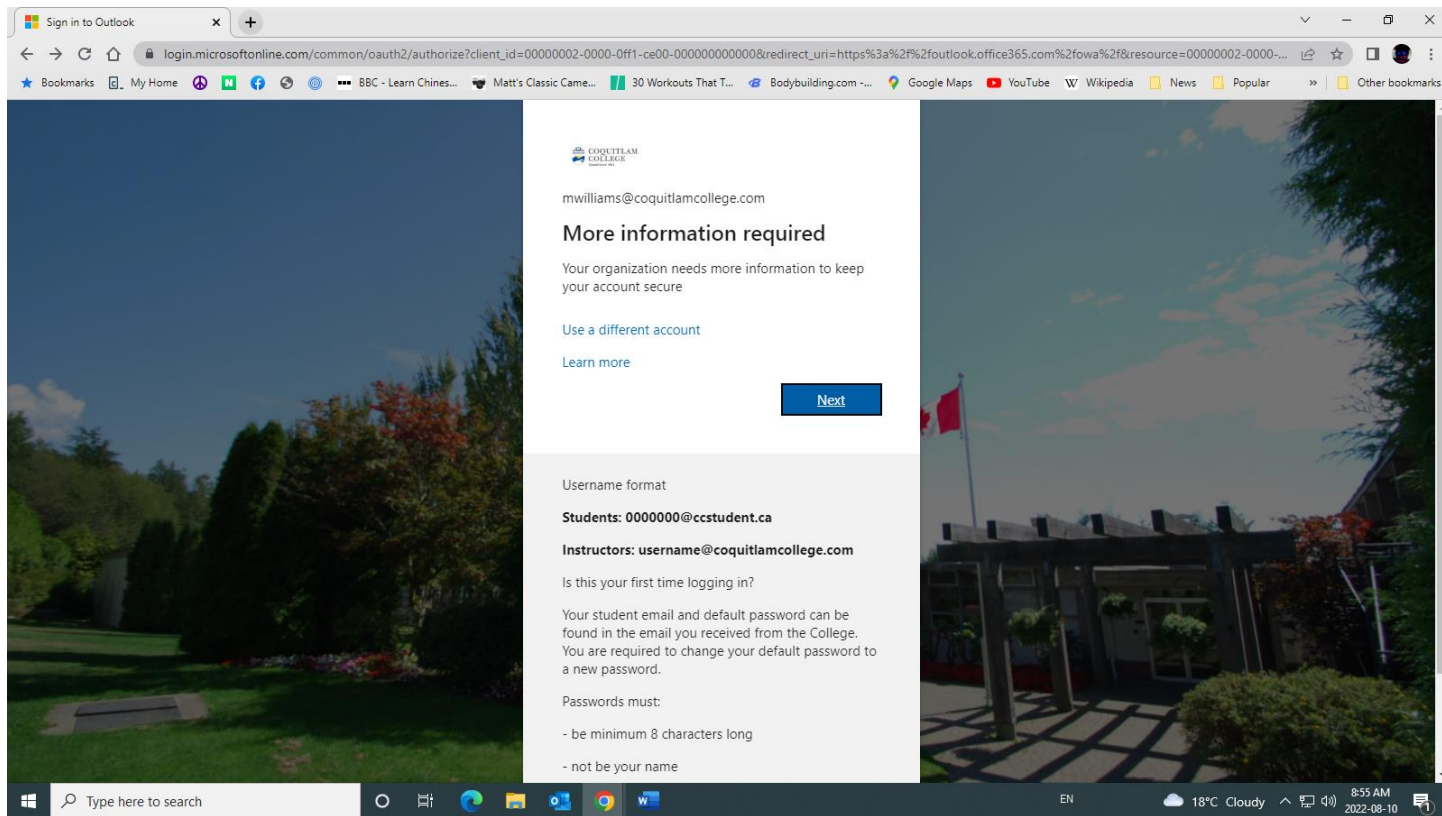
3) Enter your Coquitlam College email address.



4) Enter your Coquitlam College email password.



5) The 'More information required' box shows up. Click the 'Next button'.



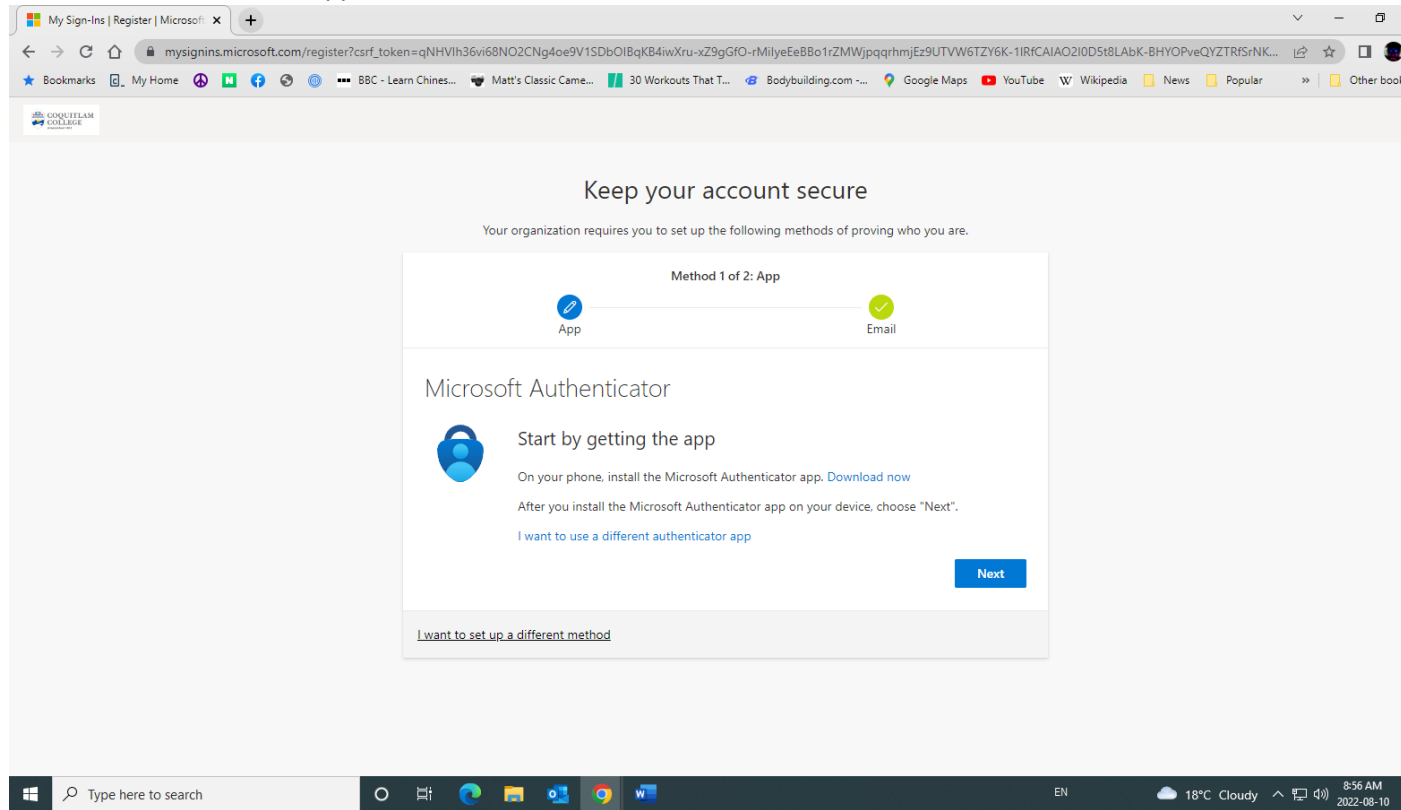
- 6) The 'Keep your account secure' page shows up. You will need to provide a method to receive your authentication code to authenticate your email. Please see the below steps for each:

I want to use an Authenticator App

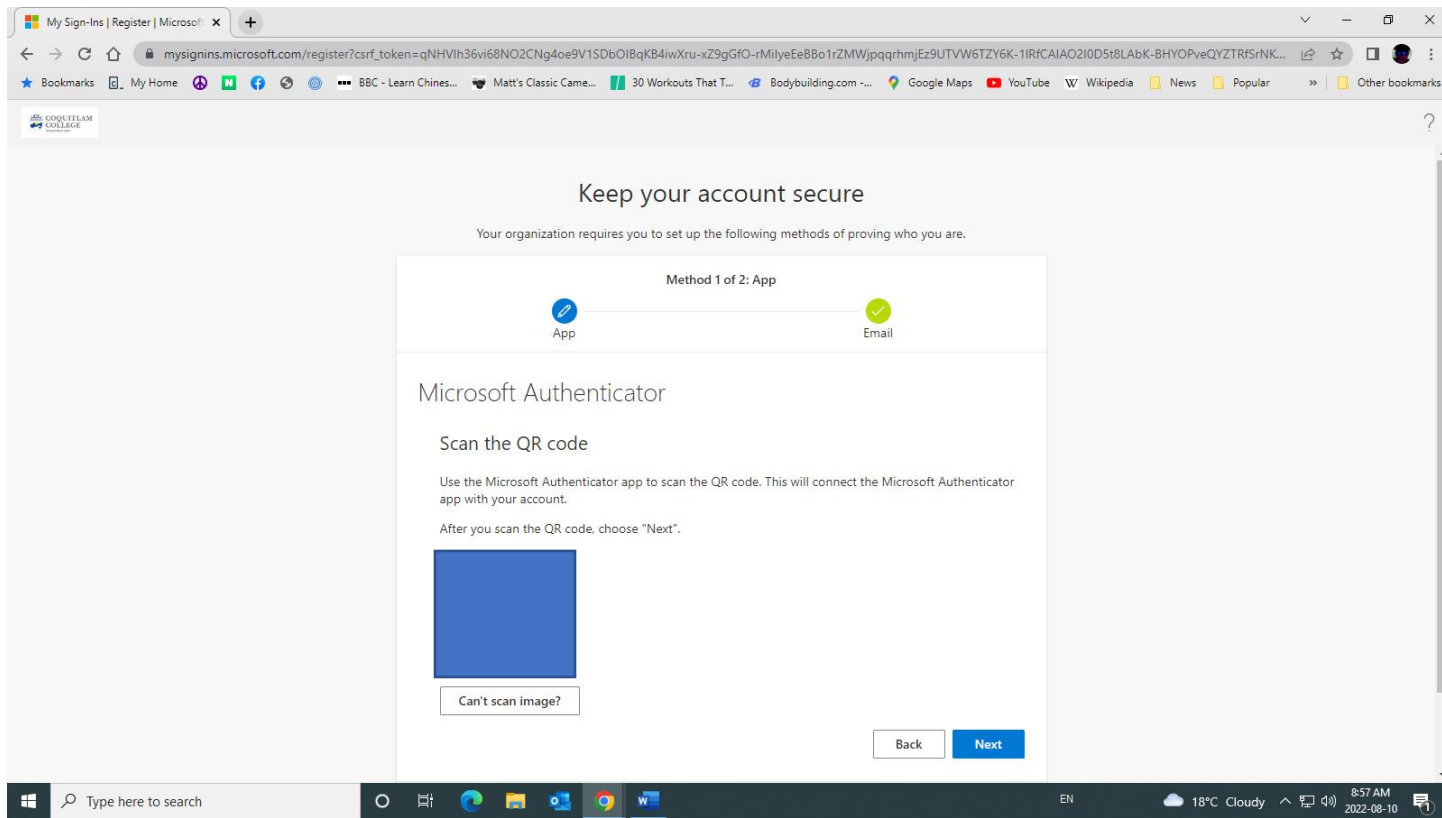
- 1) Please click the Next button if you are using the [Microsoft authenticator app](#).

If you are using a 3rd party authentication app (Google, LastPass etc.), please click the 'I want to use

a different authenticator app'



7) Add a new account to your Authenticator app and scan the QR code with your app.



8) Once you have added the QR code to your app, the page will ask you to enter the security code that is prompted (for 3rd party authenticator apps) or approve the notification sent to your phone (this applies to the Microsoft authenticator)

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App



App



Email

Microsoft Authenticator



Notification approved

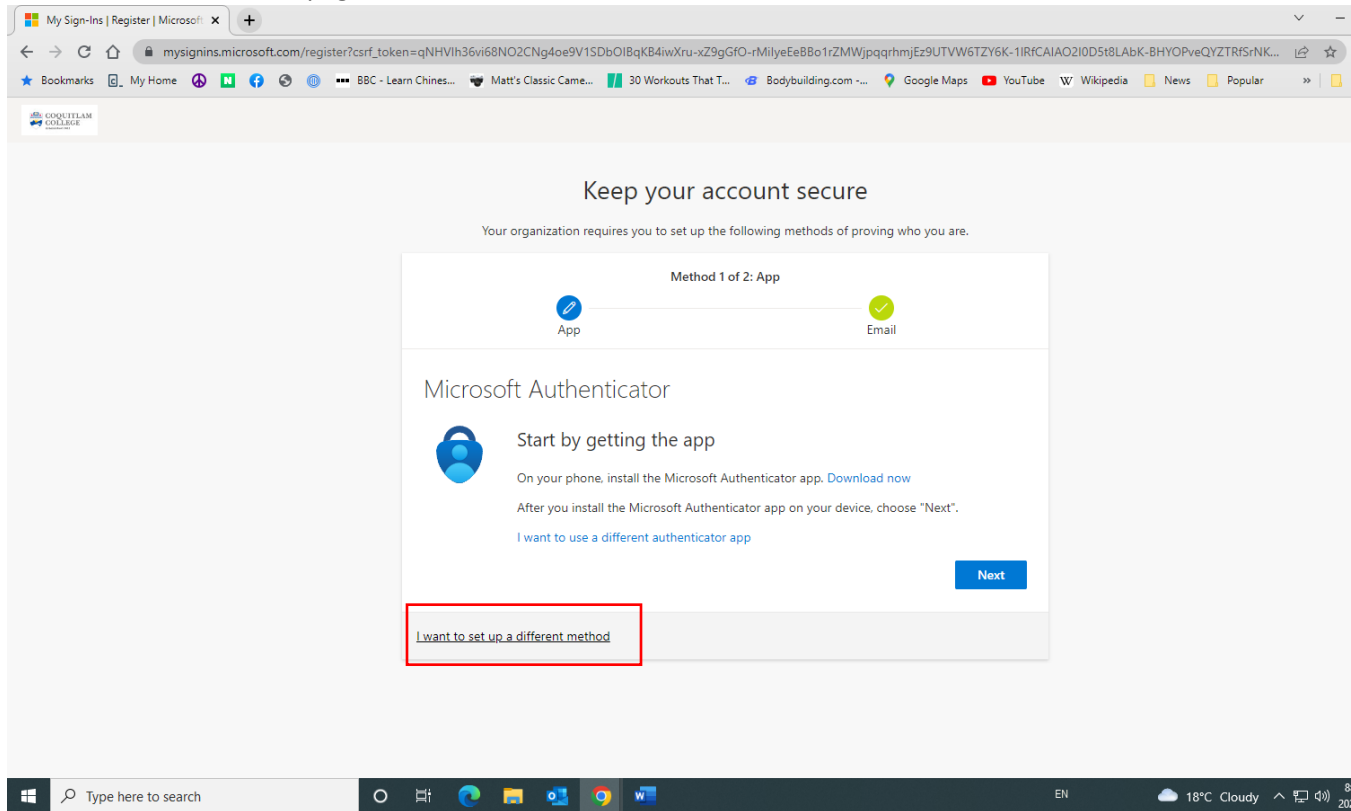
Back

Next

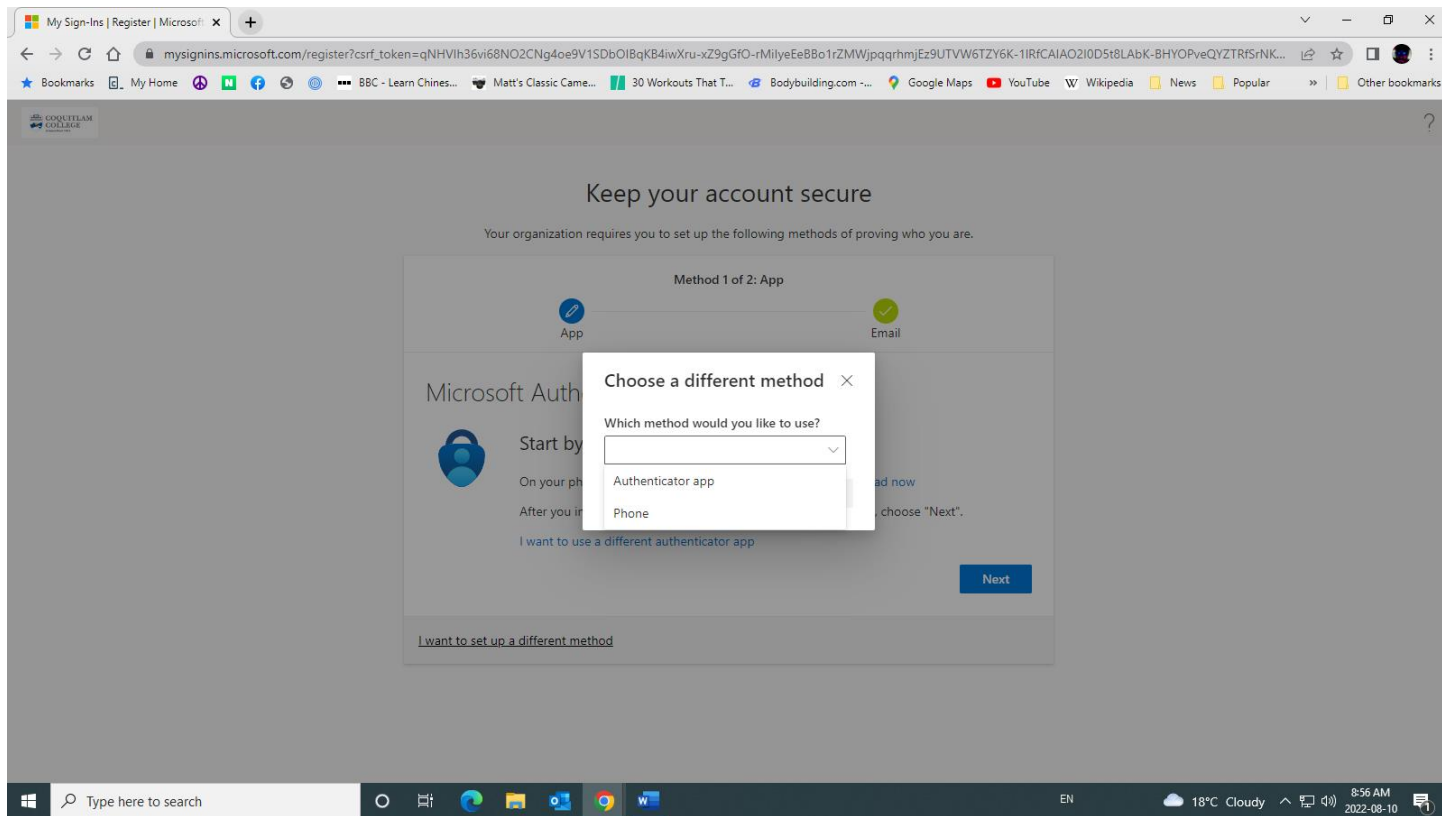
[I want to set up a different method](#)

I want to use my phone number

- 1) For users that want to use their **phone number**, click the 'I want to set up a different method' link at the bottom of the page.



- 2) When you click on link, a drop down will appear, and you can select 'Phone' as your option.



- 3) Doing so will allow you to enter your phone number and select whether you want the security code texted or called to you. Click the 'Next button' when you have decided, and the code will be sent to you. Enter the security code on the page.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: Phone



Phone



Email

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1) ▼

Enter phone number

☒ Text me a code

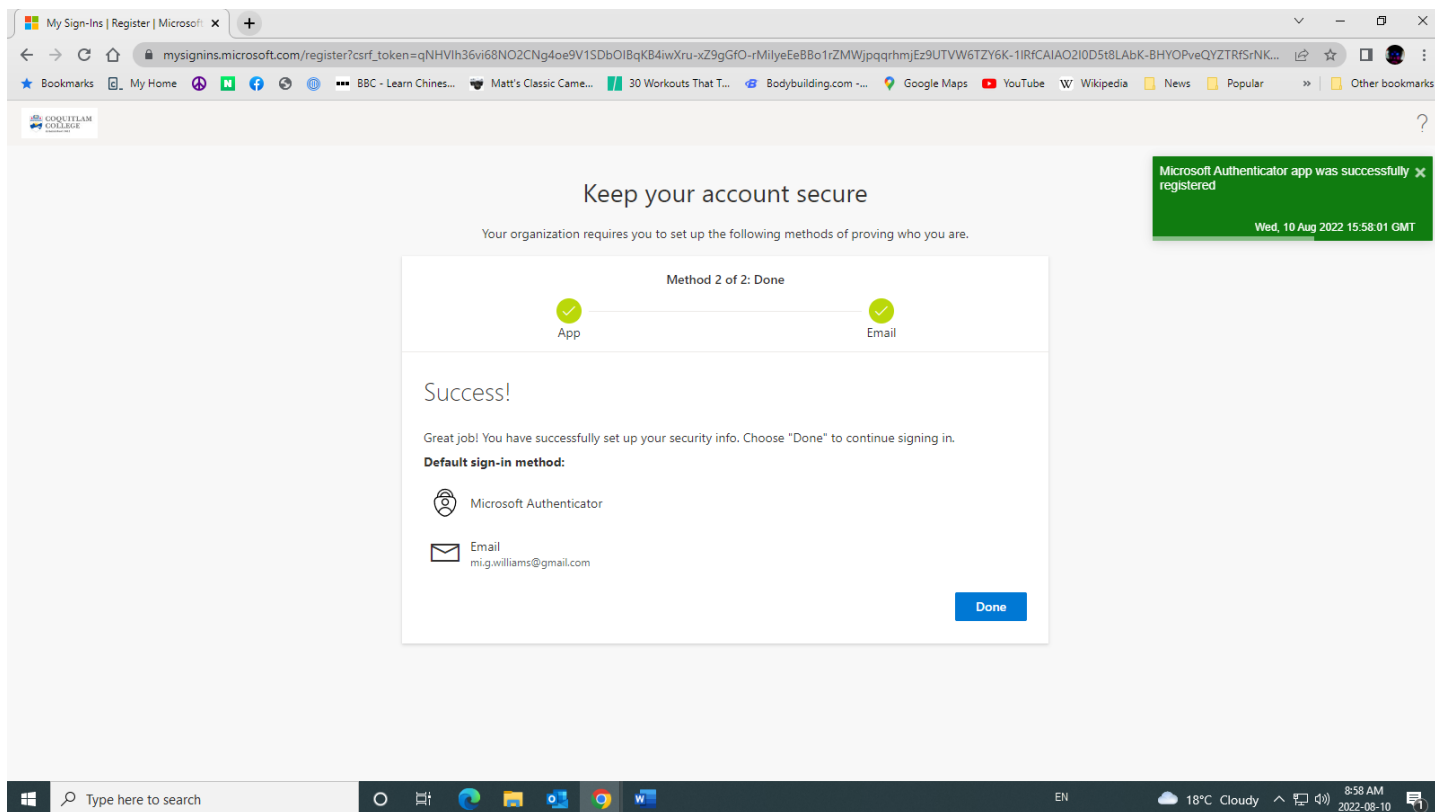
☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

- 7) Once you have entered your choice, you should see that you have successfully registered for 2FA. Click the 'Next' button to proceed with your emails.



8) You may choose to stay signed to your emails the next time you go to Outlook.

