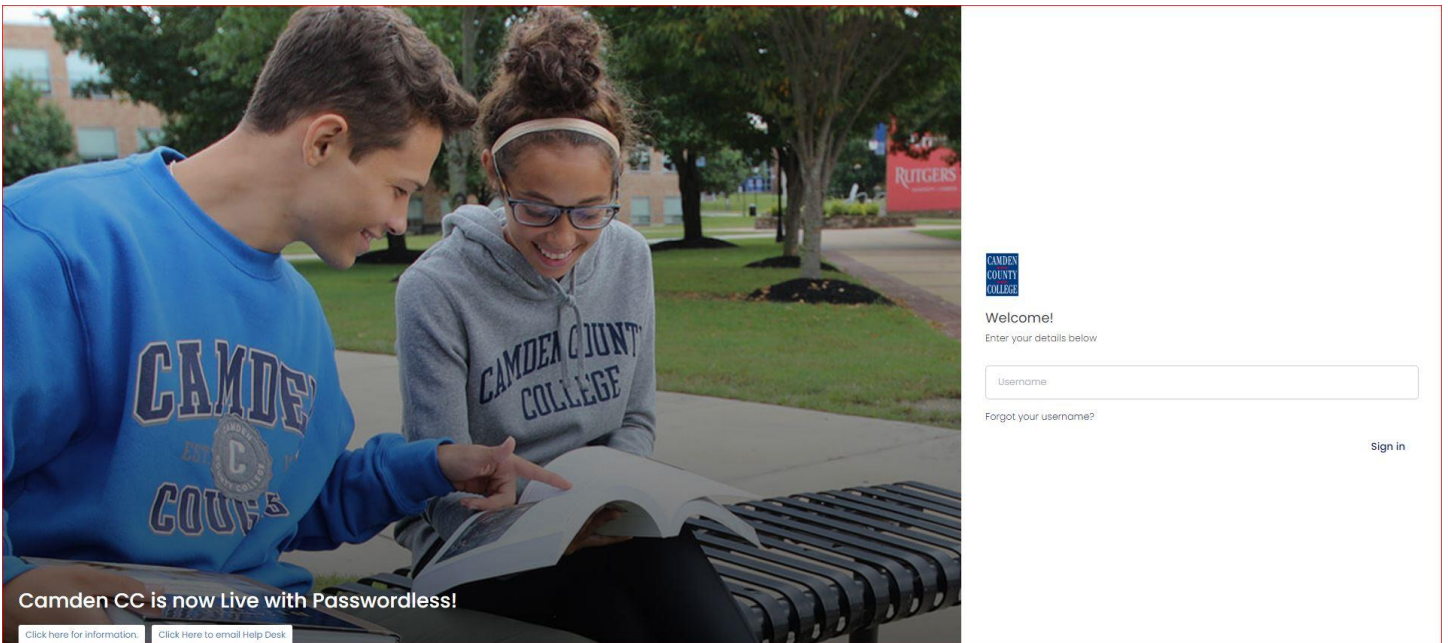


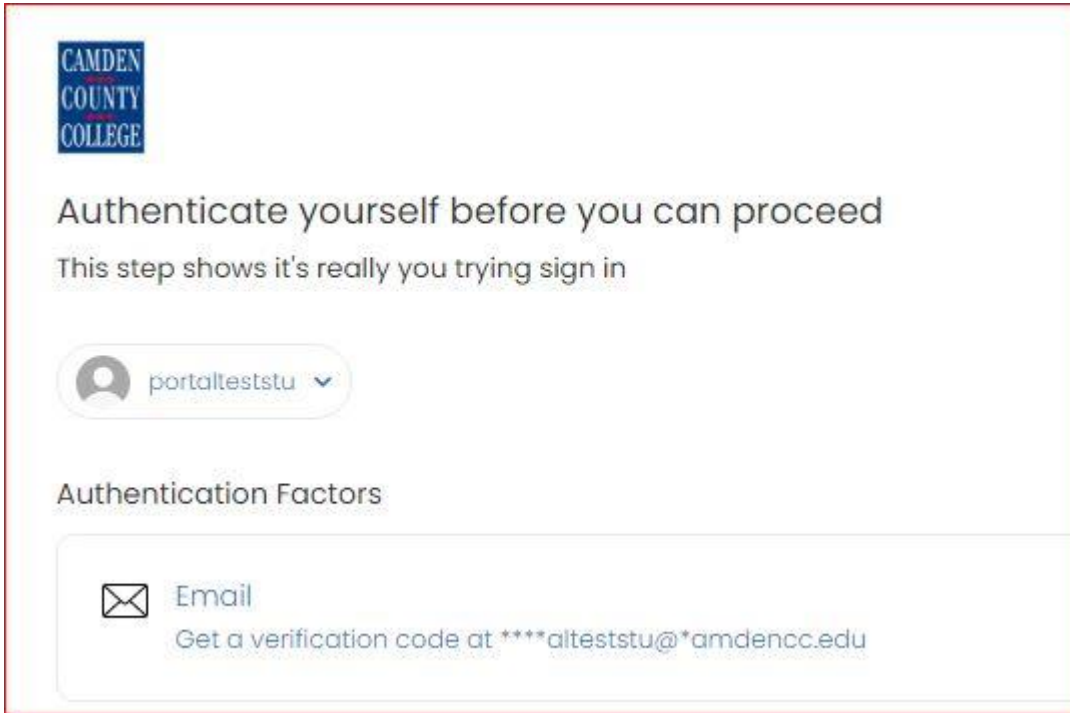


## **MyCCC Portal Password-Less Access**

The portal icon is located on the [www.camdencc.edu](http://www.camdencc.edu) homepage at the top right of the screen with the label "MyCCC". Click on the link and the following login page will appear:



Your Username was provided in the email with this link. These instructions reference portalteststu for example purposes. Enter your Username in the **Username** prompt. Click "**Sign In**". The following screen will appear:






You must choose an authentication method. The following authentication methods are available in the portal:

- College Email account
- Secondary Email Account (this could be your Personal email address)
- SMS or Text phone number
- Microsoft or Google Authenticator (**Recommended** - requires app installation on your mobile phone)

**Note:** You will only see **Authentication Factors** that have been setup. In the example shown above, only College email is available so only College email appears. There are further instructions to add other authentication options under your Account Profile after logging into the Portal for the first time.

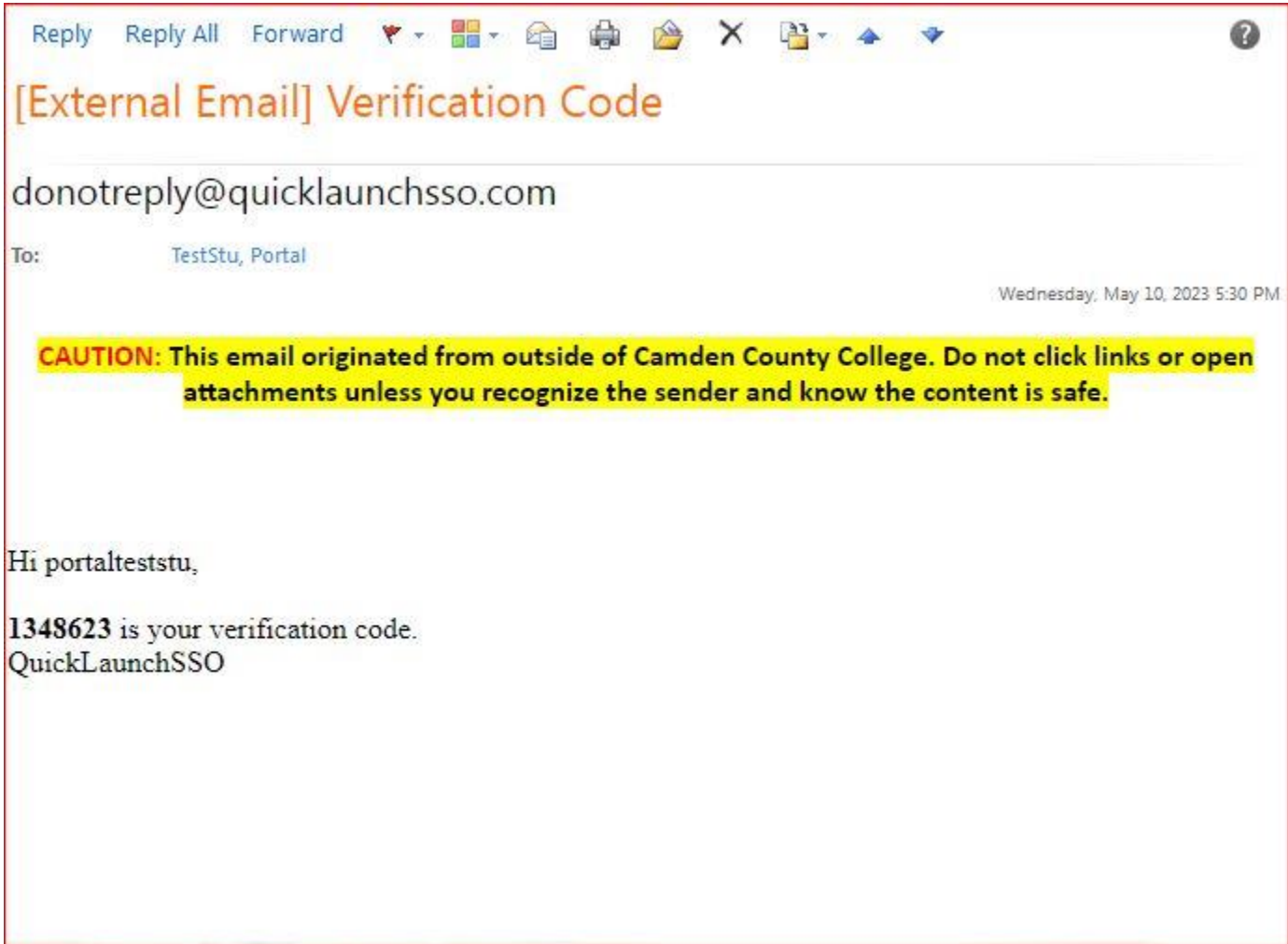


Click on the "Email" Authentication Factor listed above. A screen similar to below will appear:

  
  
 **Email security verification**  
This is to ensure that only you can access your account  
  
Please verify your email address (\*\*\*\*alteststu@\*amdenc.edu) by entering the security code which is sent to your email address  
  
  
  
You can re-send new verification code after 56 seconds



Log into the email account for the Authentication Factor listed and look for the email with the authentication code. An example of a Verification email is listed below:



In this example, you would enter the code 1348623 in the field “**Enter security code here**”. You will access the MyCCC portal with a valid code. You have the ability to send a new code if the code is not verified.

The link to videos showing these instructions and instructions to add other Authentication Factors is listed below:

<https://www.camdencc.edu/myccc-portal/>

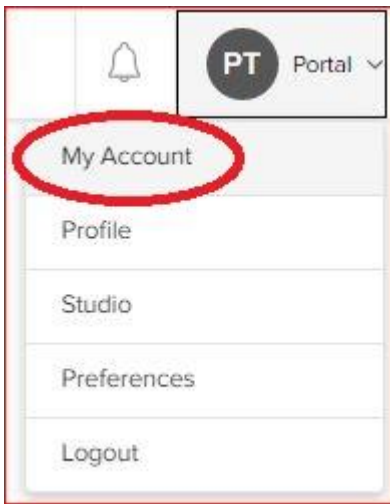


### **MyCCC Portal Access - Account Profile**

The following authentication factors are available under “My Account” . They are

1. Email Recovery (Primary and secondary)
2. Phone Recovery (SMS or Text)
3. Microsoft or Google Authenticators

Click on icon at the top right of the screen to get to “MY Account” as shown below:





After choosing “My Account”, the following screen will appear:

### 1. Email Recovery

The screenshot shows the "Account Recovery Settings" page. At the top, it says "Verification methods can be used to make sure it's really you signing in or to reach you if suspicious activity is detected in your account." Below this is a dropdown menu labeled "Select your preferred factor" with the text "Please select a preferred factor". A red arrow points to this dropdown with the text "Selecting a preferred factor is not recommended. Leave your option open." Below the dropdown are three buttons: "Email Recovery\*" (highlighted in green), "Phone Recovery\*", and "Authenticator". Below these buttons, there is a message: "You can recover your password using your verified email address." The form has two columns: "Primary email address" and "Secondary email". The primary email address field contains "portalteststu@camdencc.edu" with a green checkmark. The secondary email address field contains "portalteststu@gmail.com". A "Verify" button is located at the bottom right of the form.

The authentication factor “Email Recovery” appears first. If an authentication factor has an entry, the factor is highlighted green as email is highlighted above. You can see your college email shows in “Primary email address” and an opportunity to add a secondary email address which would be your personal email address. Click “Verify” after adding or changing an entry.

### 2. Phone Recovery

Click on “Phone Recovery” and the following screen will appear:

The screenshot shows the "Account Recovery Settings" page. At the top, it says "Verification methods can be used to make sure it's really you signing in or to reach you if suspicious activity is detected in your account." Below this is a dropdown menu labeled "Select your preferred factor" with the text "Please select a preferred factor". Below the dropdown are three buttons: "Email Recovery\*", "Phone Recovery\*" (highlighted in orange), and "Authenticator". Below these buttons, there is a message: "You can recover your password using your verified mobile phone number. Use numbers with no special characters and no spaces." The form has two columns: "Primary phone number" and "Secondary phone number". The primary phone number field has a "Select Country" dropdown and a "Phone Number" input field. The secondary phone number field also has a "Select Country" dropdown and a "Phone Number" input field. A "Verify" button is located at the bottom center of the form.



You can enter up to two mobile phone numbers. Enter a phone number and click “**Verify**”. Look at your phone for the authentication number.

### 3. ***Microsoft or Google Authenticators (Recommended)***

The Office of Information Technology recommends using Microsoft or Google authentication on your mobile phone as an authentication factor. It is the most secure method to assure it is yourself who is trying to authenticate to a system. It also requires no cellular or wireless connectivity to get a code.

For android phones, you must go to the “**Play Store**” to install the app on your phone. Enter “**Microsoft Authenticator**” or “**Google Authenticator**” to install the app on your phone. Make sure the app you choose is from the manufacturer Microsoft or Google. For an iPhone, go to the iTunes site to install the app for your phone. There are video instructions for the authenticators located at:

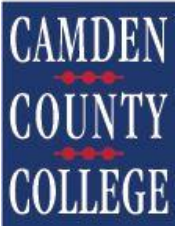
<https://www.camdencc.edu/myccc-portal/>

#### a. **For Android**

Log into my.camdencc.edu with your Username. Click on “**My Account**”

Start the Microsoft Authenticator app on your phone after you installed the app from the “Play Store”. The following screen will appear



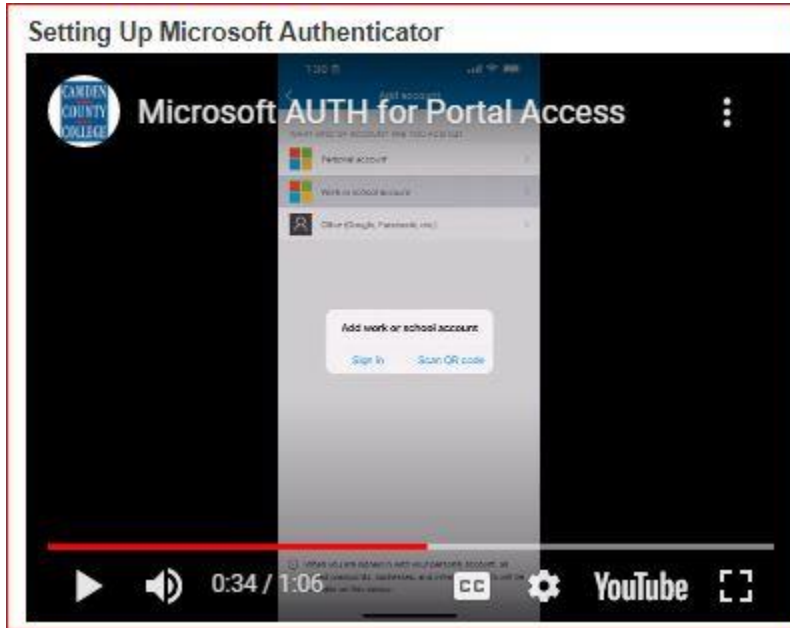


Click on the image of a lock. The following screen will appear:

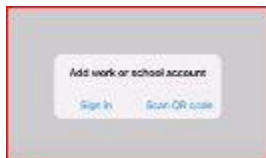


Click on the “+” sign at the top right of the screen to “A”dd a new account. The following screen will appear.





Click on **“Work or School”** account. The following screen will appear



Click **“Scan QR code”**. Using your phones camera, scan the QR code on your portal page. Your account will be added to the app and you a code will appear on your phone. Plug that code to verify your account. Your authenticator is now setup.

The installation process for IPHones and Google Authenticator is very similar. Please review the videos at the following link:

<https://www.camdencc.edu/myccc-portal/>