

MyESCC Information Guide

How to login to the new MyESCC!



WELCOME TO THE NEW MyESCC

What is it?

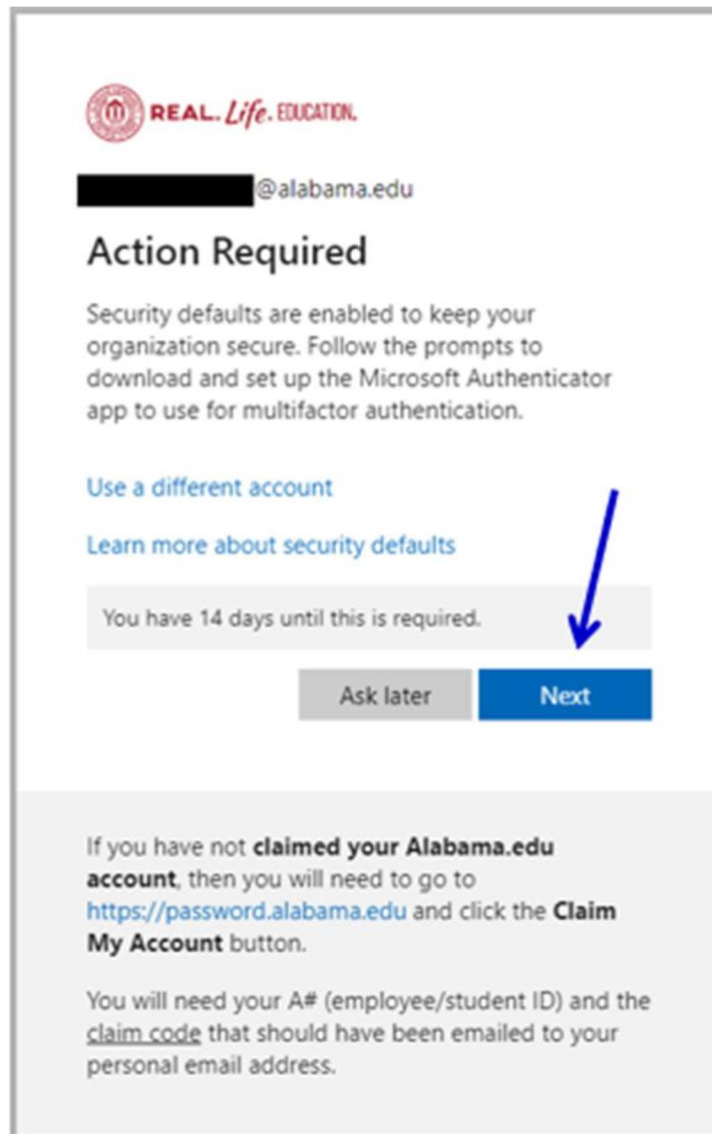
The new MyESCC takes current ESCC resources and combines them into one, easy-to-use portal. Instructors, employees, and students will have access to resources from self-service Banner (SSB), Canvas, email, and others. The type of access that a user has will depend on their role (instructor, employee, or student), and the portal makes use of cards for easy access and navigation to the resources that each role needs.

How Do I Login?

Instructors, employees, and students will need to use their [A#@alabama.edu](#) email address and the password that they created at the time of claiming the email address to log into MyESCC. ***If a user has not claimed their @alabama.edu email address yet, they can send a helpdesk ticket to helpdesk@escs.edu and IT can send a claim email. Users do need to make sure that they include their A# and a good personal email address when submitting the ticket.***

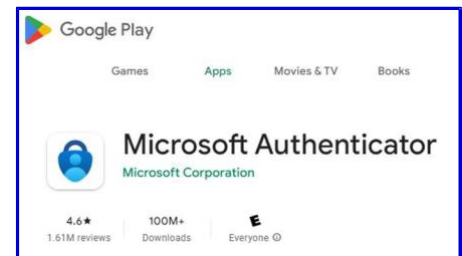
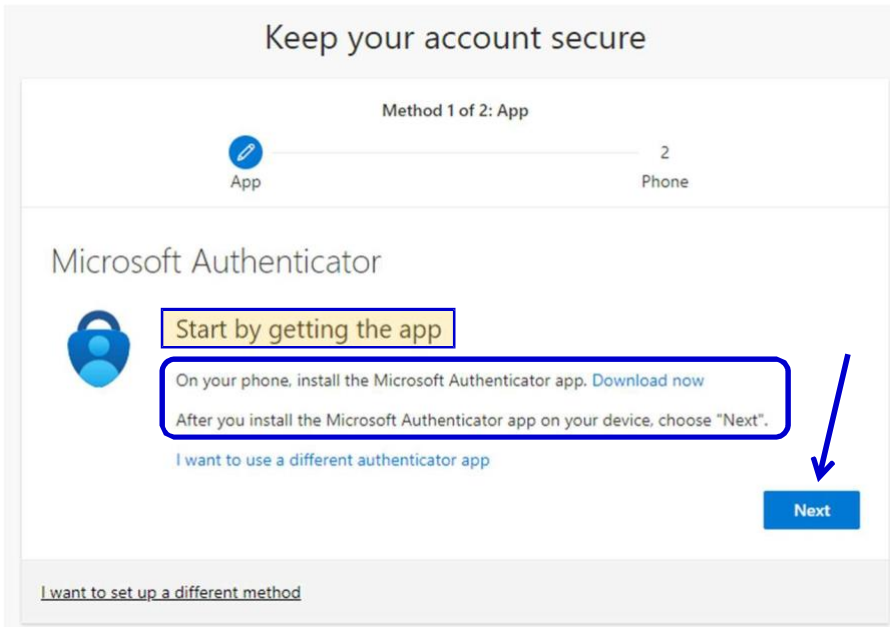
**Please note that Microsoft Authenticator may be used when logging into the new MyESCC portal. Continue reading for instructions on how to use the Authenticator app.

Setting up Alabama.edu Multi-factor Authentication



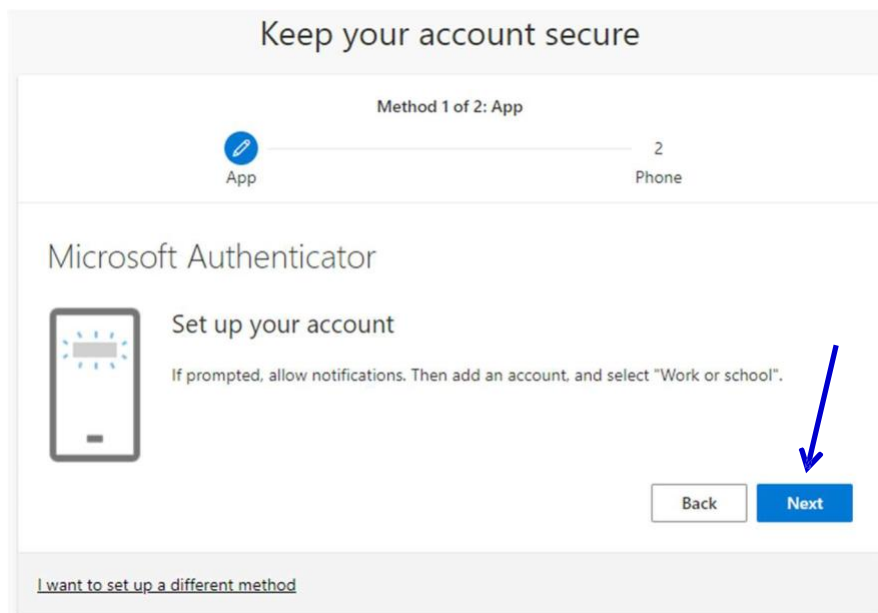
The Microsoft Authenticator App is the preferred authentication method. The Microsoft Authenticator App will ultimately replace the Cisco DUO App. SMS Text is the second preferred method and the wizard shown below will walk you through setting up both.

First attempts to access Alabama.edu Microsoft 365 will be met with the prompt above. When prompted "Action Required", click **NEXT** to configure Multi-factor Authentication.



The illustrations here are from using a PC to configure Multi-factor Authentication and from an Android Phone to set up the Authenticator App on a mobile device. The Microsoft Authenticator App is available on the Apple App Store and on Google Play.

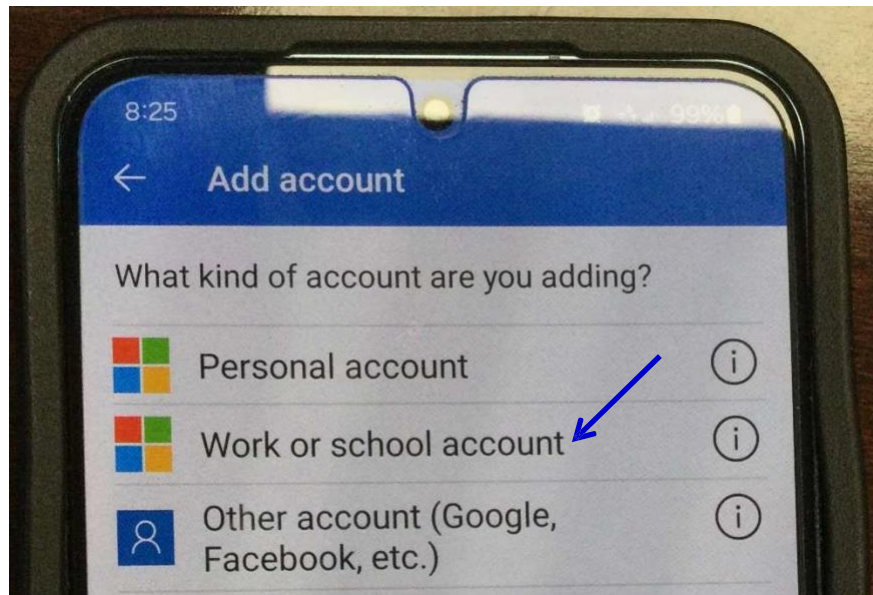
Go ahead and download the Microsoft Authenticator App to your mobile device now in preparations for the steps that follow.



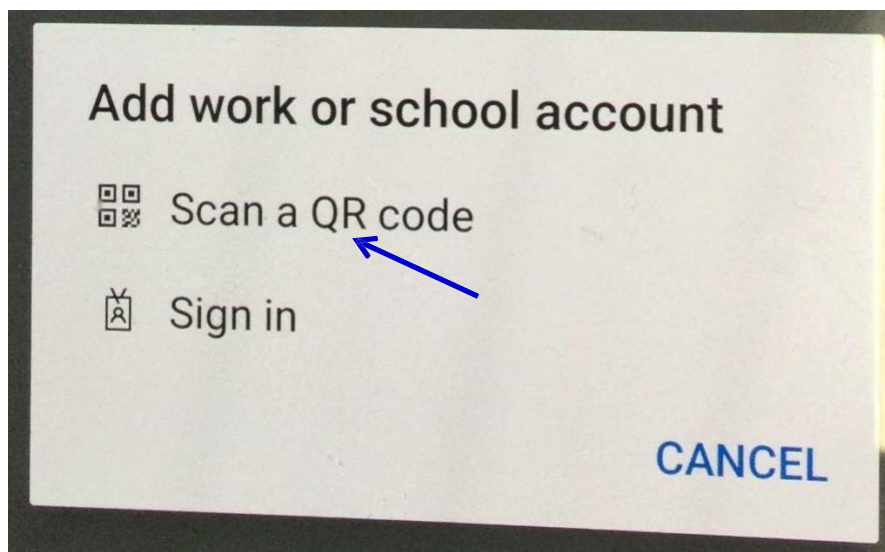
Select **NEXT** to have a QR Code appear to aid in the setup process.



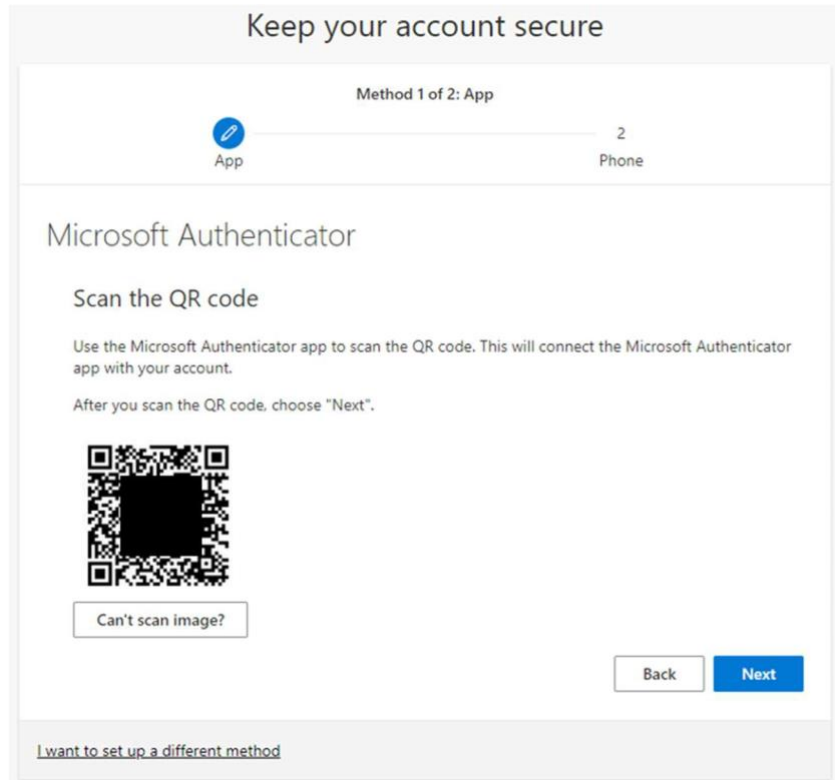
On the mobile device, click the + icon to add the Alabama.edu account.



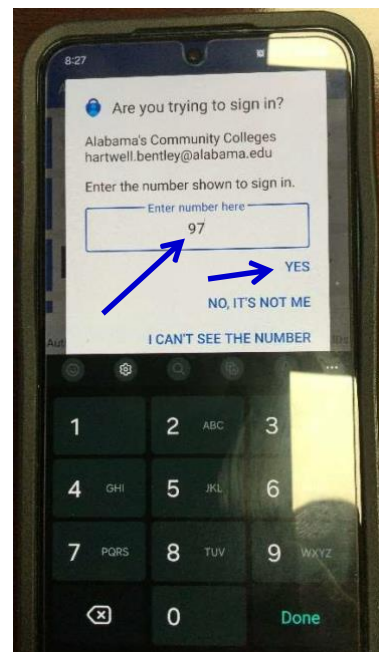
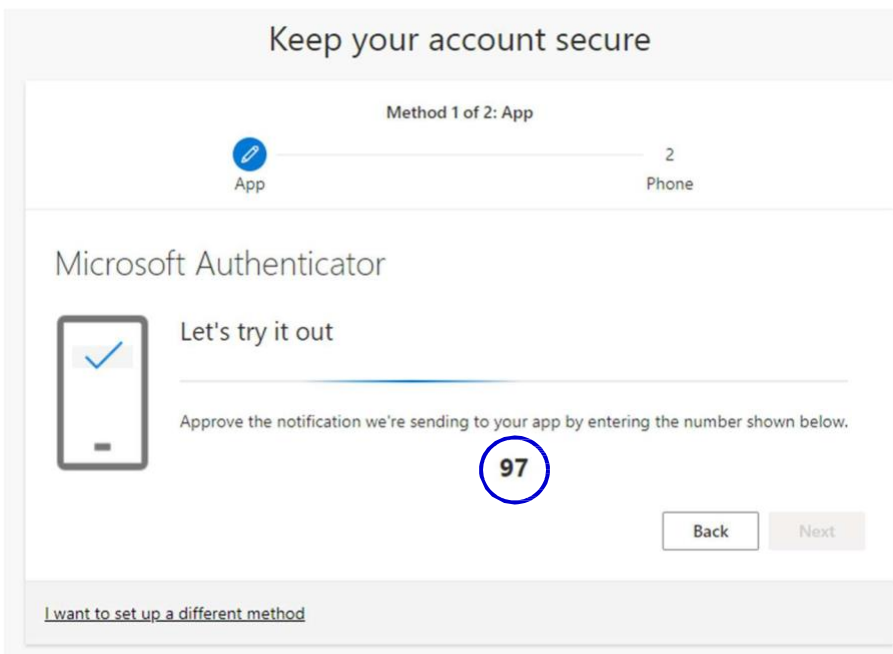
Click **WORK OR SCHOOL ACCOUNT** to continue.



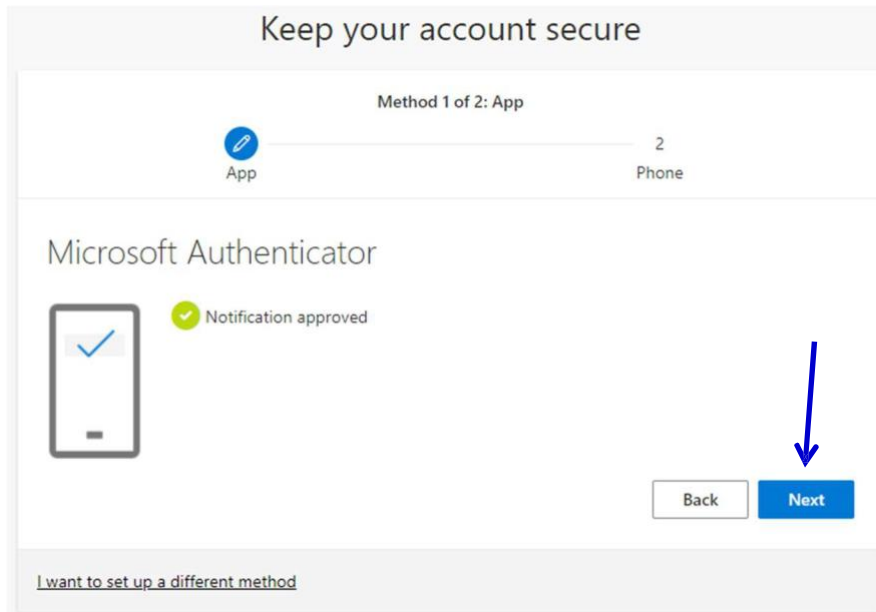
Click **SCAN A QR CODE** to continue.



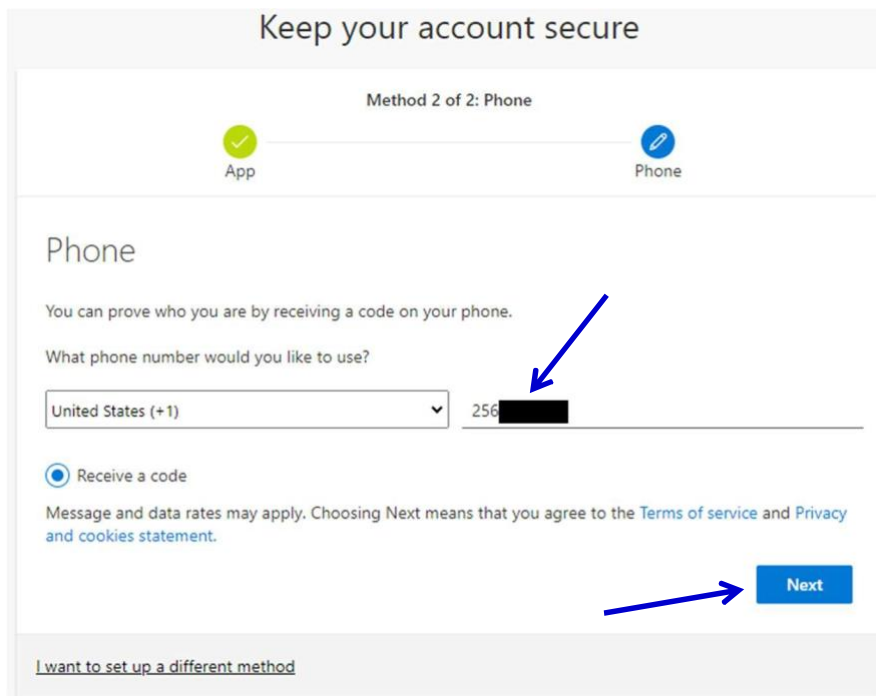
Scan the **QR code** on your PC using the camera on your mobile device.



The wizard will test that all is working correctly. Notice the "97" in the example on the left. On your mobile device, enter "97" into the Microsoft Authenticator App and click **YES**.



This is confirmation that the Authenticator App has been configured properly. Click **NEXT**.



Enter your phone number to configure SMS Text as a backup authentication method.

Keep your account secure

Method 2 of 2: Phone

App Phone

Phone

We just sent a 6 digit code to +1 256 [REDACTED]. Enter the code below.

Enter code

[Resend code](#)

Back Next

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

Alabama.edu Microsoft 365 will send a code to your phone.

Keep your account secure

Method 2 of 2: Phone

App Phone

Phone

We just sent a 6 digit code to +1 256 [REDACTED]. Enter the code below.

944710

[Resend code](#)

Back Next

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

Enter the **code** from your phone here and this will complete multi-factor configuration.

Phone

Verification complete. Your phone has been registered.

Done