

Single Sign-on Portal - Login instructions

If you have never logged-on to a College computer, you will be prompted (step 7) to select a new password upon your first login to change it from the temporary password provided with your acceptance letter or by your hiring manager. *This new password is the same password you will use to logon to College computers, Office 365 and Moodle.*

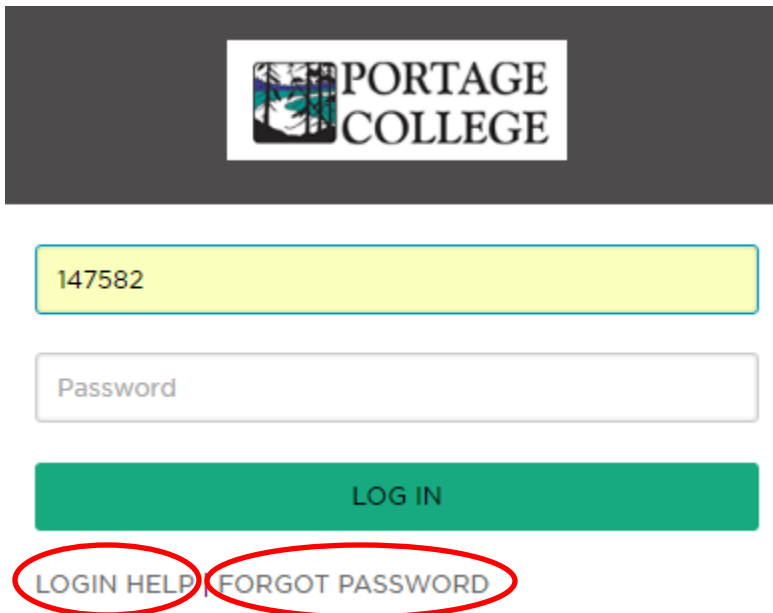
1. Click the Login button



2. Enter your username as shown below:

Staff = firstname.lastname OR email address

Students = StudentID OR email address



PORTAGE COLLEGE

147582

Password

LOG IN

LOGIN HELP FORGOT PASSWORD

3. Enter your password into the password field and click LOG IN

4. For added security and to facilitate self-service password reset, you must answer 2 security questions upon your first login to this portal. After you have answered your selected security questions, you may use the *Forgot Password* link shown above to reset your password at any time.

Click the drop-down button and click **Security Questions**.



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You don't have a strong authentication factor configured or it has been deactivated. Please select an option below.


Select OTP Device ▲

- OneLogin
- Security Questions



5. Click the Question drop-down to select your questions and ensure that your answers are ones that you will remember and that only you know. **Click the Login button** once you have completed answering your selected questions.

Note: Answers are not case sensitive – you may use uppercase, lowercase or a combination of both.



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Please, configure your answers.

Question #1

What is the name of the first company you worked for? ▼

Your Answer

Question #2

What is the first name of your oldest nephew? ▼

Your Answer

LOG IN

[LOGIN HELP](#) | [FORGOT PASSWORD](#)

6. Enter the answers to verify your answers to security questions in the spaces provided and click the LOG IN button

Note: Questions may not always appear in the same order. Please read the question before answering.



What was the name of your High School?

In what city was your high school? (full name of city only)?

[LOGIN HELP](#) | [FORGOT PASSWORD](#)

7. Change your password from the temporary password provided

- a. In the Current Password field, enter the temporary password provided in your acceptance letter or by your hiring manager.
- b. In the New Password field, enter a new password.

Student accounts require a minimum of 8 characters and expire after 365 days.

Staff accounts require a minimum of 8 characters; including one uppercase letter, one lowercase letter, and a symbol, or number. **You cannot use your first or last name as part of your password. You cannot use a previously used password.**



Your password has expired. Please select a new one.

Username

Current Password




New Password

Confirm New Password




8. You should now be logged in to the Single Sign-on portal. Click any of the Portage College apps to gain immediate access without the need to enter username and password. You may add apps to your portal page by clicking the NEW APP button.

For more information on adding apps, click Login Help on the Login screen or Frequently Asked Question on the College Website Staff & Student Login link.


App Home |

   [NEW APP](#)

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lynda.com	Portage Moodle	Students - O365

Personal Apps


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