

PortalGuard Guide: Signing-in with a Temporary Password

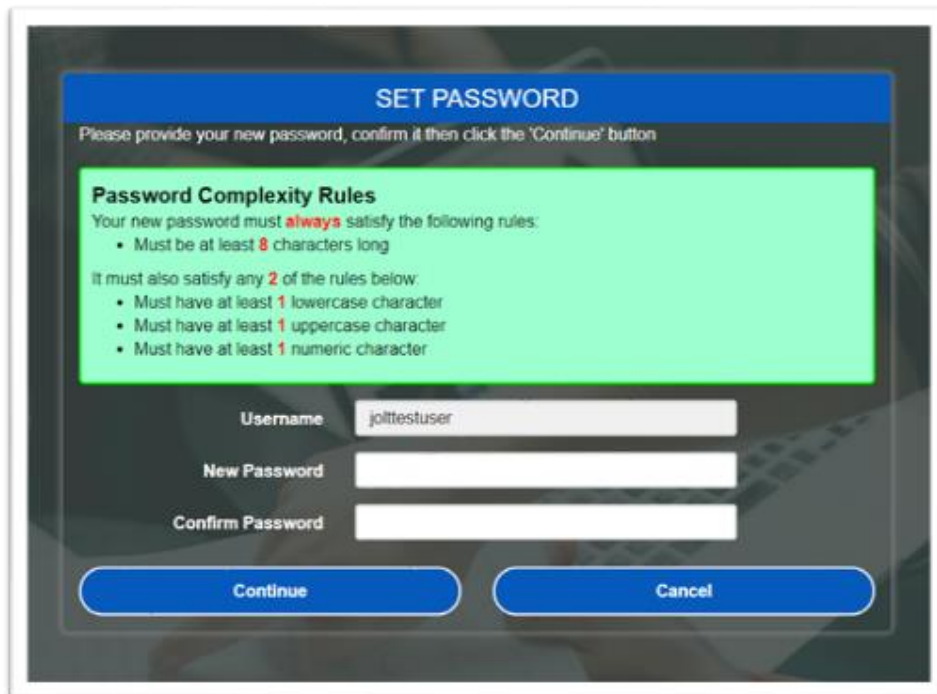
1. Log in using your JCC email (ending with @mail.johnstoncc.edu) and your provided temporary password.
2. The temporary password will automatically expire. Confirm your username and click “Continue.”



The screenshot shows a dark-themed dialog box titled "SET PASSWORD". Below the title bar, it says "Please provide your username below then click the 'Continue' button". A prominent orange banner with a red border contains the text "Password Expired" and "Your password has expired and you must reset it." Below this banner is a text input field labeled "Username" containing the text "jolttestuser". At the bottom of the dialog are two blue buttons: "Continue" and "Cancel".

a.

3. You will now be able to create a new password.

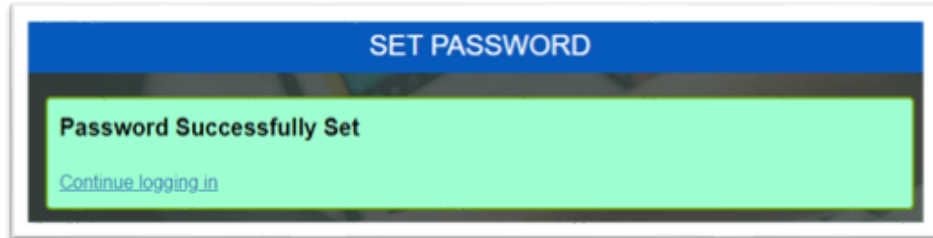


The screenshot shows a dark-themed dialog box titled "SET PASSWORD". Below the title bar, it says "Please provide your new password, confirm it then click the 'Continue' button". A green banner contains the text "Password Complexity Rules" and "Your new password must **always** satisfy the following rules:". Below this banner are two bulleted lists. The first list has one rule: "Must be at least 8 characters long". The second list is preceded by "It must also satisfy any 2 of the rules below:" and has three rules: "Must have at least 1 lowercase character", "Must have at least 1 uppercase character", and "Must have at least 1 numeric character". Below the rules are three text input fields: "Username" (containing "jolttestuser"), "New Password", and "Confirm Password". At the bottom of the dialog are two blue buttons: "Continue" and "Cancel".

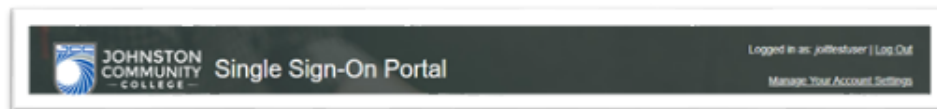
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- i. Passwords must meet the following criteria:
 1. Be at least 8 characters long
 2. Satisfy any **two** of the rules below:
 - a. Have at least one (1) lowercase letter

- b. Have at least one (1) uppercase letter
 - c. Have at least one (1) number
 - 3. DO NOT include special characters: !"#\$%&'()*+,-./:;<=>?@[\\]^_`{|}~
- 4. When your password is accepted by the system and reset, you will see another success message. Click "Continue logging in."



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- 5. You should now see your Single Sign-on Portal with your accounts integrated (Blackboard, ExamSoft, and Office 365).



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- 6. If other online applications that are not listed in your portal use your JCC email and password for authentication (e.g. WebAdvisor), you can continue to access them through those applications' individual log in pages. PortalGuard will still be your JCC password manager.