

EVC Student Network Account Setup

Your student network account is created automatically when your college admissions application is processed. It is used to access selected EVC resources such as the library databases, campus Wi-Fi, and Office 365 (if requested).

The format of your student network account is as follows:

- EVC Students: MyWebID@stu.evc.edu (e.g., tivi7676@stu.evc.edu)

If you have an Office 365 account, your student network account username is your Office 365 email address. If desired, login to MyWeb to request an Office 365 account.

In order to use your student network account for the first time, you will need to complete a verification process and select a password.

1. Open a browser and go to, <https://sso.sjeccd.edu>
2. To login the first time, select the **Unlock/Reset Password** button. This will take you to an identification verification and enrollment process.

SJECCD SECURE LOGIN

Email Address
ssotestevc2@stu.evc.edu

Password

san José evergreen
COMMUNITY COLLEGE DISTRICT

First time sign-in for students, please visit our ITSS Help Desk portal [Knowledge Base](#) for Single Sign-On Instructions.

Login Change Password Unlock/Reset Passw

3. Select **Reset Password** then click on the **Continue** button.

SJECCD SECURE LOGIN - SELF SERVICE

Please choose an action and click the button below to continue.

Email Address
ssotestevc2@stu.evc.edu

Recovery Actions Available

Unlock Account

Reset Password

Continue Cancel

4. Enter your date of birth using this format, MMDDYYYY. For example, if you were born on March 1, 2002, you would enter, 03012002. Next, enter your seven-digit **Student ID** number with the leading zero (0) in the front. Once both fields are complete, click **Continue**.

The screenshot shows the 'SJECED SECURE LOGIN - SELF SERVICE' interface. At the top, it says 'Please answer BOTH mandatory questions below'. The 'Email Address' field contains 'ssotestevc2@stu.evc.edu'. The 'Requested Action' is 'Reset Password'. There are two input fields: '1) What is your date of birth? (mm/dd/yyyy)' and '2) What is your Student ID?'. A 'Cancel' button is at the bottom right. At the bottom left, it says 'Answers remaining: 2 mandatory'.

5. Enter your desired password in the **New Password** and **Confirm Password** boxes. The password must meet the Password Complexity Rules (see below). Click **Continue**.

The screenshot shows the 'SJECED SECURE LOGIN - SELF SERVICE' interface. At the top, it says 'Please enter your new password in the fields below'. A green box contains the 'Password Complexity Rules':
Your new password must **always** satisfy the following rules:
• Must be at least **8** characters long
• Must pass Active Directory strength policy
• Must be at least **6** characters long
• Must not contain any parts of your name
• Must contain characters from at least **3** of the following categories:
1. English uppercase characters (A - Z)
2. English lowercase characters (a - z)
3. Base 10 digits (0 - 9)
4. Non-alphanumeric (!, \$, #, or %)
It must also satisfy any **3** of the rules below:
• Must have at least **1** lowercase character
• Must have at least **1** uppercase character
• Must have at least **1** numeric character
• Must have at least **1** special character
Below the rules, the 'Email Address' field contains 'ssotestevc2@stu.evc.edu'. The 'Requested Action' is 'Reset Password'. There are two input fields: 'New Password' and 'Confirm Password'. 'Continue' and 'Cancel' buttons are at the bottom.

6. Once you see the "Password Reset Successfully" message, click **Continue**. You have finished the Identity Verification process. Next, the Enrollment Process will automatically begin.

The screenshot shows the 'SJECED SECURE LOGIN - SELF SERVICE' interface. A green box contains the message 'Password Reset Successfully' and a 'Continue' button.

7. The first time you login, you will go through the SJECCD Secure Login Enrollment Process. Enter your student network account username (it looks like an email address) and your new password, and then click **Continue**.



The screenshot shows the 'SJECCD SECURE LOGIN - ENROLLMENT' page. At the top, it says 'Please enter your current password and click the button below to enroll your challenge answers.' Below this, there are two input fields: 'Email Address' with the value 'ssotestevc2@stu.evc.edu' and 'Password' with a masked password '.....'. A dark blue 'Continue' button is located at the bottom of the form.

8. Select three predefined questions and enter your answers. Click **Continue**.



The screenshot shows the 'SJECCD SECURE LOGIN - SELF SERVICE' page. It instructs the user to 'Please answer at least 3 of the 10 questions below' and includes a note: 'NOTE: Answers must be at least 3 characters long.' The 'Email Address' field contains 'ssotestevc2@stu.evc.edu'. There are three dropdown menus, each with the placeholder text '-- Please choose a question --'. A dark blue 'Cancel' button is at the bottom right. At the bottom left, it says 'Answers remaining: 3 optional'.

9. Click **Continue** once you receive the 'Self-Service Action Successful' message.



The screenshot shows the 'SJECCD SECURE LOGIN - SELF SERVICE' page with a large green box containing the text 'Self-Service Action Successful'. Below this message is a blue 'Continue' button.

10. To enroll your mobile phone (optional), you will need your mobile phone nearby before proceeding. Enter your mobile phone number and click **Continue**. (If you do not have a mobile number or do not want to provide it, click Skip.)

11. If a mobile phone number was provided, a one-time passcode (OTP) will be sent to your mobile phone. Check for the OTP passcode and enter it into the One-Time-Passcode field (standard texting fee may apply per your carrier). Click **Continue**.

12. Click **Continue** once you receive the 'Self-Service Action Successful' message.

You may now use your EVC student network account. To change your password, update your account, or access select resources, go to, <https://sso.sjeccd.edu>. For assistance, you may contact the **ITSS Help Desk** at 408-270-6411 or online at <https://services.sjeccd.edu/tdclient/home>.

To access Library resources, simply visit the website: <https://www.evc.edu/library>.