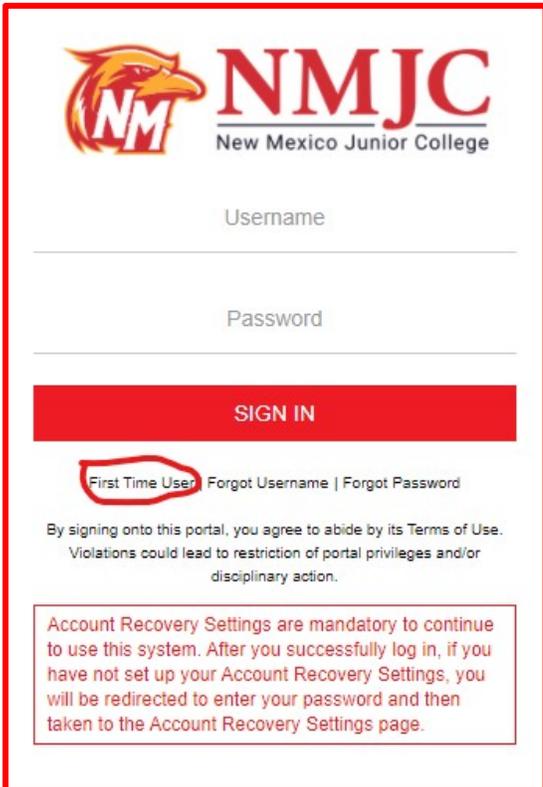


# First Time User Setup

Follow the instructions below if this is your first time to log in to NMJC's Single Sign-On system, Quick Launch. You will need to know your Student ID, birth date, and the last 4 digits of your SSN to set up your account. This process will allow you to retrieve your User Name, which is now your NMJC Email account, and set your new password. This is the recommended process for all students because they would not know their Active Directory (Email) password and most do not know their NMJC Email Address. After a successful login, the system will force you to set up your account recovery options: security questions/answers, secondary email address, and phone number(s). This step is critical to ensure that you can recover your password on your own without any human intervention.

To access the system, please open a browser of your choice and go to <https://sso.nmjc.edu>. To get started, click on the First Time User link (see screenshot below).



 **NMJC**  
New Mexico Junior College

Username

Password

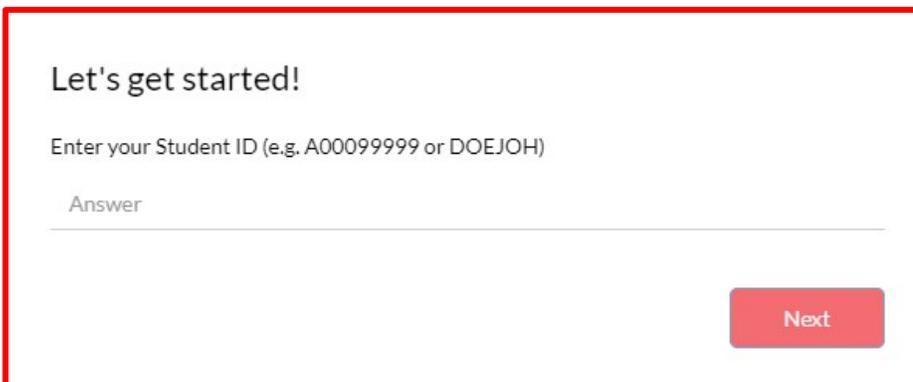
**SIGN IN**

[First Time User](#) | [Forgot Username](#) | [Forgot Password](#)

By signing onto this portal, you agree to abide by its Terms of Use.  
Violations could lead to restriction of portal privileges and/or disciplinary action.

Account Recovery Settings are mandatory to continue to use this system. After you successfully log in, if you have not set up your Account Recovery Settings, you will be redirected to enter your password and then taken to the Account Recovery Settings page.

Enter your Student ID (e.g. A00099999) and then click Next.



**Let's get started!**

Enter your Student ID (e.g. A00099999 or DOEJOH)

Answer

**Next**

Enter your Date of Birth (include the slashes in the format MM/DD/YYYY) and then click Next.

Let's get started!

Enter Date of Birth (e.g. 01/01/2000) \* MUST INCLUDE SLASHES

Answer

Back Next

Enter the last 4 digits of your SSN and then click Submit.

Let's get started!

Enter Last 4 digits of SSN

Answer

Back Submit

Please take note of your User Name (see screen shot below) as this will now be used to log into the system and then enter your new password (twice).

Please create your new password

J

jd9999

New Password

Confirm Password

SUBMIT Password Requirements

**The password must:**

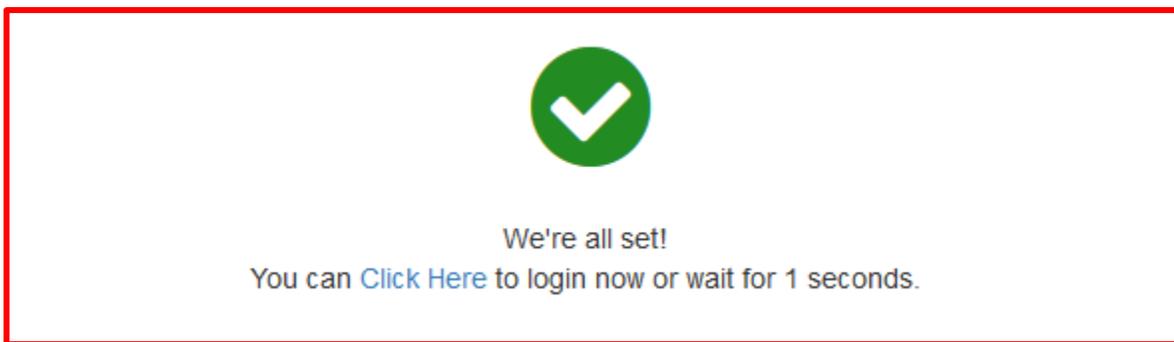
Be at least 8 characters but not more than 14 characters

- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Be unique (cannot be one of your previous 5 passwords)

**and contain characters from three of the following categories:**

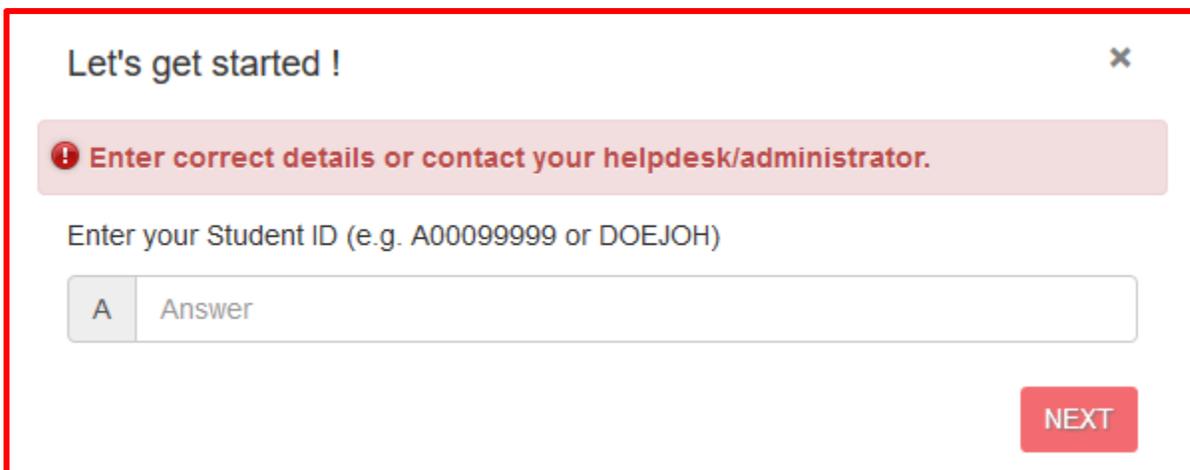
- Contain at least one uppercase letter (A through Z)
- Contain at least one lowercase character (a through z)
- Contain at least one digit (0 through 9)
- Contain at least one special character (for example, !, \$, #, %)
- Contain any Unicode character that is categorized as an alphabetic character but is not uppercase or lowercase. This includes Unicode characters from Asian languages.

If you are successful, you will see the following message.

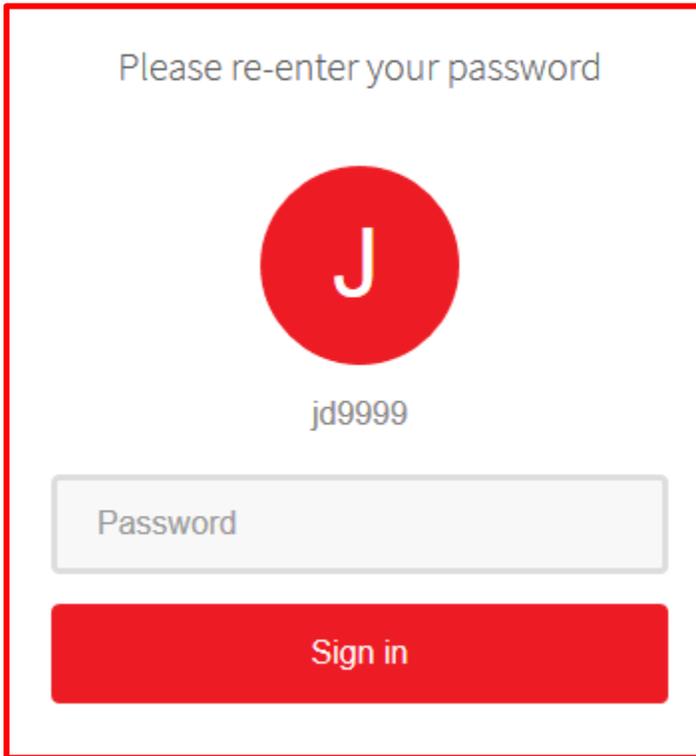


If you receive the following message below, make sure you are entering the correct information and in the correct format (if applicable). If you continue to have problems, please contact Computer Services.

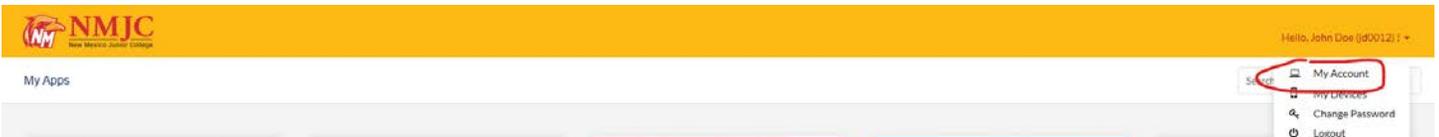
Employee Name	Phone	Email
Barbara Hicks	575.492.2500	<a href="mailto:bhicks@nmjc.edu">bhicks@nmjc.edu</a>
George Garcia, Jr.	575.492.2506	<a href="mailto:ggarcia@nmjc.edu">ggarcia@nmjc.edu</a>
Jose Flores	575.492.2505	<a href="mailto:jflores@nmjc.edu">jflores@nmjc.edu</a>
Bill Kunko	575.492.2501	<a href="mailto:bkunko@nmjc.edu">bkunko@nmjc.edu</a>



After a successful login, the system will force you to set up your account recovery options. The following message will appear and you must enter your current password to continue.



If you are not forced, you will still need to set up your account recovery options to utilize all the features of the system, which allows you to recover your account by accessing your secondary email address, allowing text messages to be sent to your primary or secondary cell phone number(s), or using Google Authenticator. You must set up at least one of these account recovery options to continue. We strongly suggest you set up all 3 options: secondary email, phone number(s), and security questions.



Please enter a secondary email address that you are able to access and that no one else is using. ***We DO NOT recommend that you use a family member's or friend's email address in this case as it needs to be unique in our system to work properly.*** The system will send an email to this address with a code to use to complete the setup. If you use this method to recover your password, you will need to be able to access this email account to retrieve the code to verify you. This is for your security. ***If you did not receive the verification code in your Inbox, please check your Junk and/or SPAM folder(s).***

**\* IMPORTANT: DO NOT USE YOUR NMJC EMAIL ADDRESS FOR YOUR SECONDARY EMAIL RECOVERY. YOU WILL NOT BE ABLE TO OBTAIN THE SECURITY CODE IF YOU CANNOT ACCESS YOUR NMJC EMAIL ACCOUNT.**

## Account Recovery Settings

To facilitate password recovery and multi-factor authentication (MFA), you must complete one (we strongly recommend both) of the following two options: Email Recovery and/or Phone Recovery.

Email Recovery

Phone Recovery

Authenticator

You can recover your password using your verified email address.

Primary email address

jane.doe@example.com



Update

< Go to My Apps

## T-BirdWeb Portal Verification Code



noreply@nmjc.edu <noreply@nmjc.edu>

9:41 AM

To: jane.doe@example.com

Hi jd9999

1271379 is your verification code.

New Mexico Junior College



## Verify your email address

Enter verification code

Submit

You can re-send new OTP after 57 second(s)

[Resend security code](#)

Please enter a primary and/or secondary cell phone number that you can access and will accept text messages. The system will send a text message to this phone number with a code to use to complete the setup. If you use this method to recover your password, you will need to be able to access cell phone numbers text message to retrieve the code to verify you. This is for your security.

**\* IMPORTANT: Choose your country code first and then enter your phone number (including the area code first)**

### Account Recovery Settings

To facilitate password recovery and multi-factor authentication (MFA), you must complete one (we strongly recommend both) of the following two options: Email Recovery and/or Phone Recovery.

Email Recovery

Phone Recovery

Authenticator

You can recover your password using your verified mobile phone number. Use numbers with no special characters and no spaces.

Primary phone number

Select Country

Phone Number

Verify

Secondary phone number

Select Country

Phone Number

Verify

< Go to My Apps

### Account Recovery Settings

To facilitate password recovery and multi-factor authentication (MFA), you must complete one (we strongly recommend both) of the following two options: Email Recovery and/or Phone Recovery.

Email Recovery

Phone Recovery

Authenticator

The security code has been sent to 9999999999



Verify your phone number

Enter verification code

Submit

You can re-send new OTP after 58 second(s)

Resend security code

< Go to My Apps

9:49



589-88

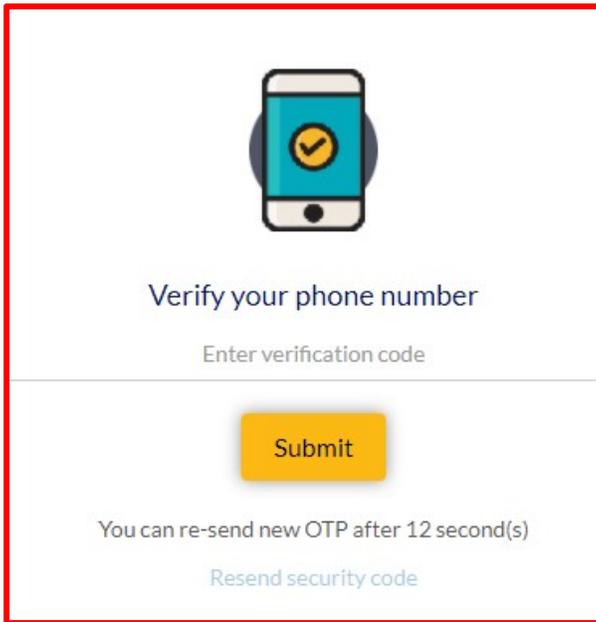


Text Message  
Today 9:49 AM

Hi jd9999

[1886705](#) is your verification code.

New Mexico Junior College



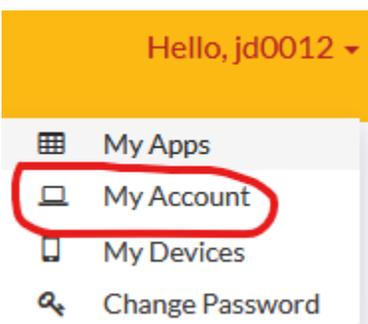
**Google Authenticator** is a software-based authenticator by Google that implements two-step verification services using the Time-based One-time Password Algorithm (TOTP; specified in RFC 6238) and HMAC-based One-time Password algorithm (HOTP; specified in RFC 4226), for authenticating users of software applications.

When logging into a site supporting Authenticator (including Google services) or using Authenticator-supporting third-party applications such as password managers or file hosting services, Authenticator generates a six- to eight-digit one-time password which users must enter in addition to their usual login details.

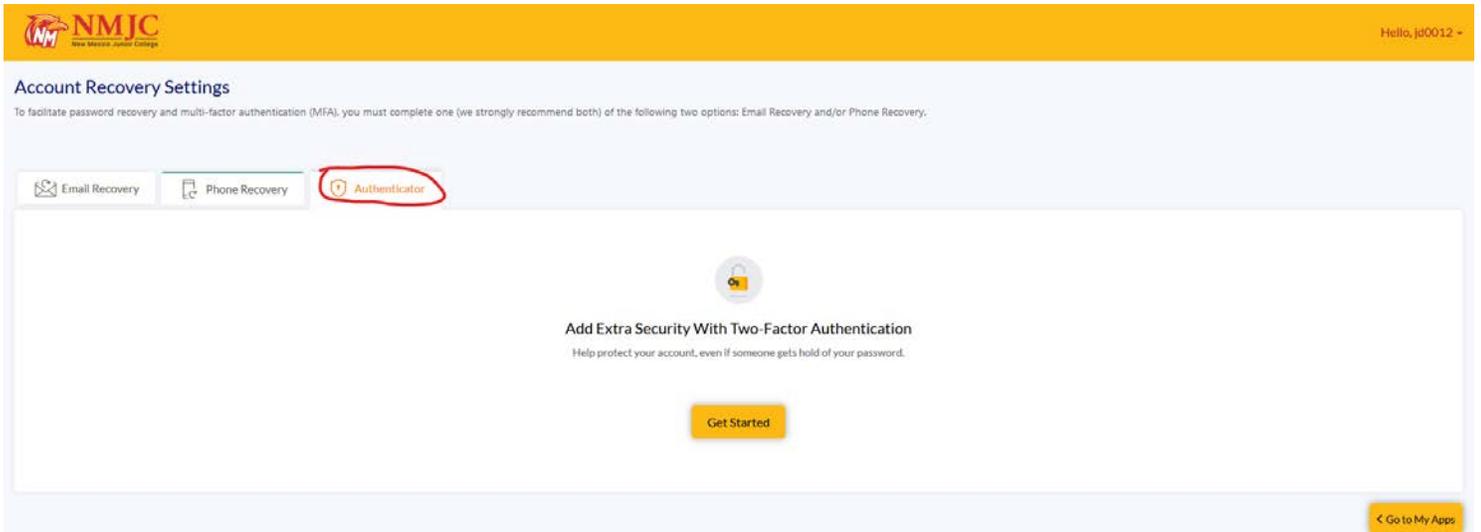
### ***How to set up Google Authenticator in the T-BirdWeb Portal?***

On your mobile device, download the Google Authenticator app from the Apple App Store (iOS) or Google Play Store (Android).

Using a device other than the device where the Google Authenticator app is installed, log in to the [T-BirdWeb Portal](#), click the drop-down menu located to the right of your Username, then click My Account and enter your password if prompted.

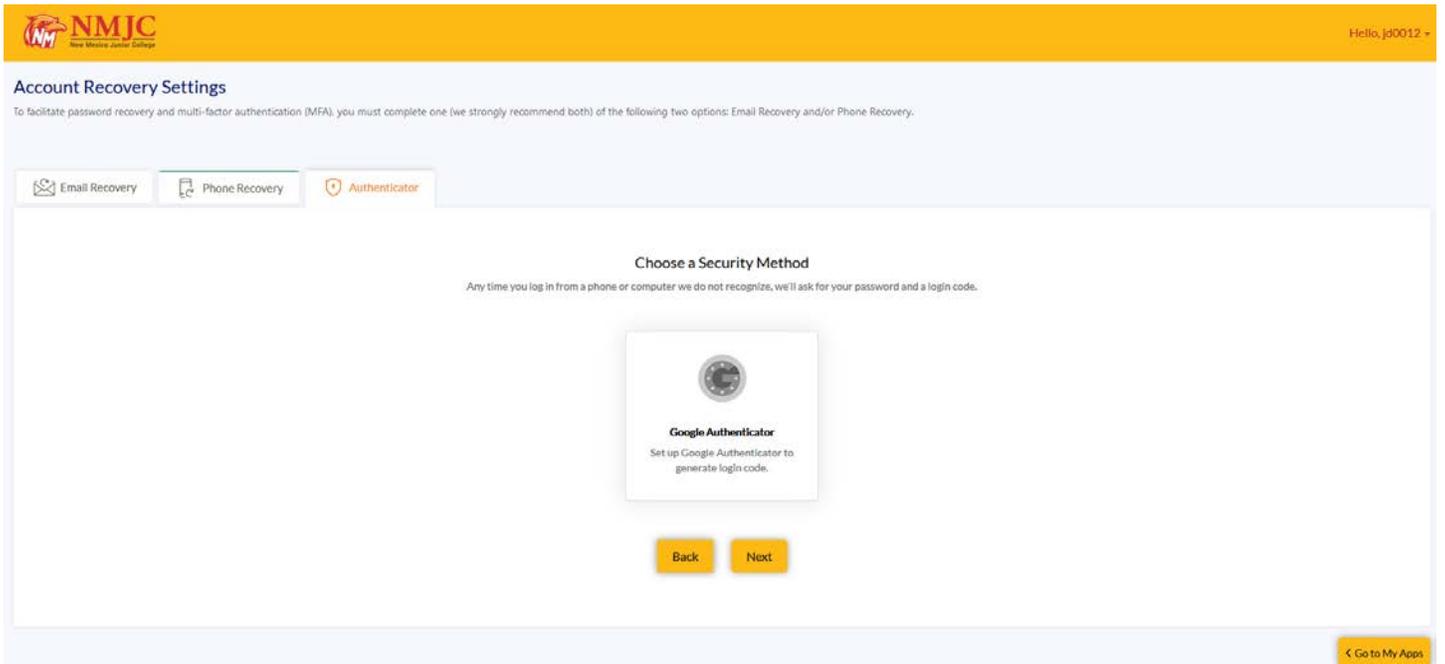


Click on the Authenticator tab. Click on Get Started.



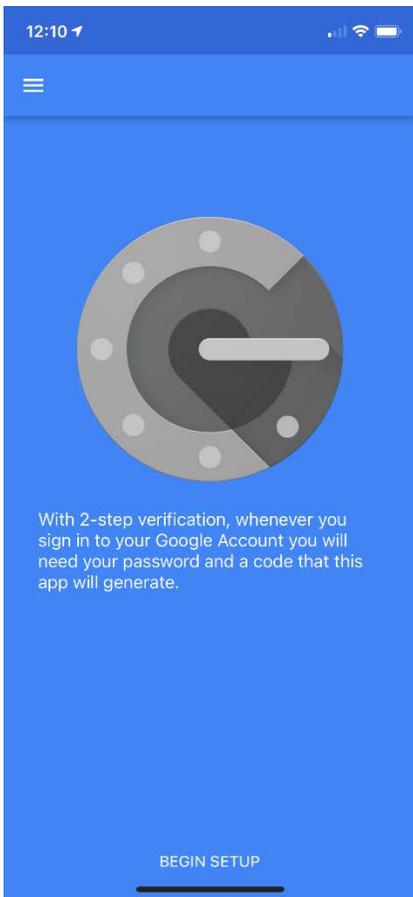
The screenshot shows the top navigation bar with the NMJC logo on the left and the user name "Hello, jd0012" on the right. Below the navigation bar is the "Account Recovery Settings" section. A sub-header reads: "To facilitate password recovery and multi-factor authentication (MFA), you must complete one (we strongly recommend both) of the following two options: Email Recovery and/or Phone Recovery." Below this are three tabs: "Email Recovery", "Phone Recovery", and "Authenticator". The "Authenticator" tab is highlighted with a red circle. The main content area features a lock icon, the heading "Add Extra Security With Two-Factor Authentication", and the text "Help protect your account, even if someone gets hold of your password." A yellow "Get Started" button is centered below the text. At the bottom right of the page is a yellow button labeled "< Go to My Apps".

Click Next.

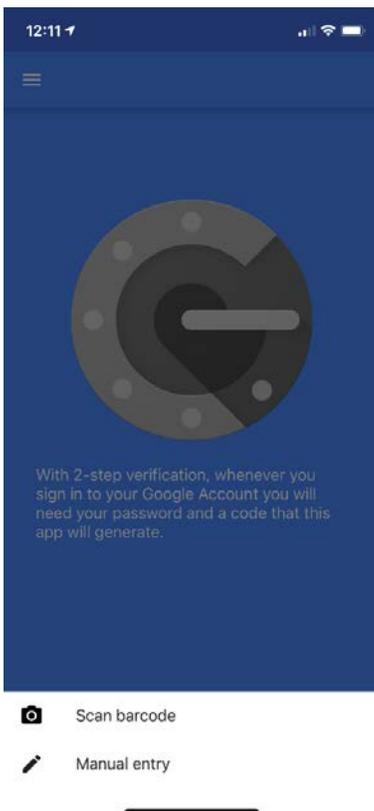


This screenshot shows the same "Account Recovery Settings" page, but the "Authenticator" tab is now active. The main heading is "Choose a Security Method". Below the heading is the text: "Any time you log in from a phone or computer we do not recognize, we'll ask for your password and a login code." In the center, there is a white box containing a Google Authenticator logo and the text: "Google Authenticator" and "Set up Google Authenticator to generate login code." Below this box are two yellow buttons: "Back" and "Next". At the bottom right of the page is a yellow button labeled "< Go to My Apps".

Open the Google Authenticator app on your mobile device and tap Begin Setup.



Tap Scan barcode.



Point your mobile device's camera at the QR code on the screen.

**NMJC**  
New Mexico Junior College

Hello, jd0012

### Account Recovery Settings

To facilitate password recovery and multi-factor authentication (MFA), you must complete one (we strongly recommend both) of the following two options: Email Recovery and/or Phone Recovery.

Email Recovery Phone Recovery **Authenticator**

#### Set up Google Authenticator

Please use your authentication app (Google Authenticator) to scan this QR code.

Or enter this code into your authentication app

**TUMZ73SYH3GOBRJD**

Back Next

If successful, your app will look like this.

12:12

Authenticator

nmjc

**351 486**

jd0012

Enter this code on your screen and then click Register Google Authenticator.

The screenshot shows the 'Account Recovery Settings' page for NMJC. At the top, there is a yellow header with the NMJC logo and the user name 'Hello, jd0012'. Below the header, the page title is 'Account Recovery Settings' with a sub-header explaining that users must complete one of two options: Email Recovery or Phone Recovery. Three tabs are visible: 'Email Recovery', 'Phone Recovery', and 'Authenticator'. The 'Authenticator' tab is active. The main content area is titled 'Enter Confirmation Code' and asks the user to enter the code from their authentication app. A row of six input boxes contains the numbers 3, 5, 1, 4, 8, and 6. Below the input boxes are two buttons: 'Back' and 'Register Google Authenticator'. A 'Go to My Apps' button is located in the bottom right corner.

Confirm that the registration was successful.

The screenshot shows the 'Account Recovery Settings' page after successful registration. The 'Authenticator' tab is still active. A green success message at the top reads 'Google Authenticator registered successfully'. Below this, the heading is 'Google Authenticator' with a sub-header: 'Any time you log in from a phone or computer we do not recognize, we'll ask for your password and a login code.' A central box displays the Google Authenticator logo and the text 'Set up Google Authenticator to generate login code.' Below this box is a 'De-register Google Authenticator' button. A 'Go to My Apps' button is in the bottom right corner.

Now, when you log in to the T-BirdWeb Portal or request a password reset, you will have this choice.



## Additional security verification

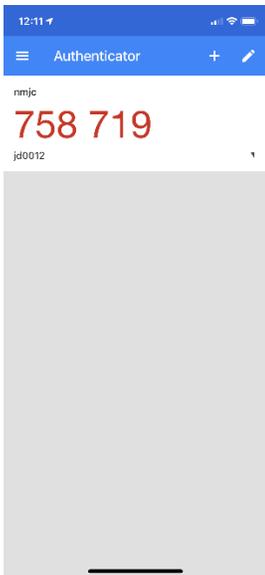
This is an extra layer of security to ensure that only you can access your account

Select a verification option

- T Send me a Text Message >
- G Use Google Authenticator >**

Open the Google Authenticator app on your phone and enter the code. If you are using a device that you trust, make sure you check the ***Trust this device*** checkbox before you click the Submit button.

Note: The code will change often.



< Back



### Google Authenticator security verification

This is an extra layer of security to ensure that only you can access your account

Please verify using Google Authenticator installed on your registered device by entering the security code

Enter verification code

Submit

Trust this device

When you are finished, please click the Go to My Apps button to return to the Dashboard.

**NMJC** New Mexico Junior College Hello, jd0012

### Account Recovery Settings

To facilitate password recovery and multi-factor authentication (MFA), you must complete one (we strongly recommend both) of the following two options: Email Recovery and/or Phone Recovery.

[Email Recovery](#)
[Phone Recovery](#)
[Authenticator](#)



**Add Extra Security With Two-Factor Authentication**  
 Help protect your account, even if someone gets hold of your password.

[Get Started](#)

[Go to My Apps](#)

You can always update this information or change your password at any time by going into the My Account or Change Password link.

**NMJC** New Mexico Junior College Hello, John Doe (jd0012)

My Apps

- My Account
- My Devices
- Change Password
- Logout

**NMJC** New Mexico Junior College Hello, jd0012

### Change Password

Passwords expire after 120 days (approximately 6 months).

- My Apps
- My Account
- My Devices
- Change Password

**NMJC** New Mexico Junior College Hello, jd0012

### Change Password

Passwords expire after 120 days (approximately 6 months).

The password must:

- Be at least 8 characters but not more than 14 characters
- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Be unique (cannot be one of your previous 5 passwords)

and contain characters from three of the following categories:

- Contain at least one uppercase letter (A through Z)
- Contain at least one lowercase character (a through z)
- Contain at least one digit (0 through 9)
- Contain at least one special character (for example, !, \$, #, %)
- Contain any Unicode character that is categorized as an alphabetic character but is not uppercase or lowercase. This includes Unicode characters from Asian languages.

**Change Password**

Current Password  
Enter current password

New password  
Enter new password

Re-enter new password  
Re-enter new password

[Update](#)

jd0012

**Recent Activities**

Last password changed	Aug 21, 2020 8:24:55 AM
Last profile updated	Oct 19, 2020 9:24:44 AM
Account registration date	Oct 5, 2017 9:27:16 PM

[Go to My Apps](#)