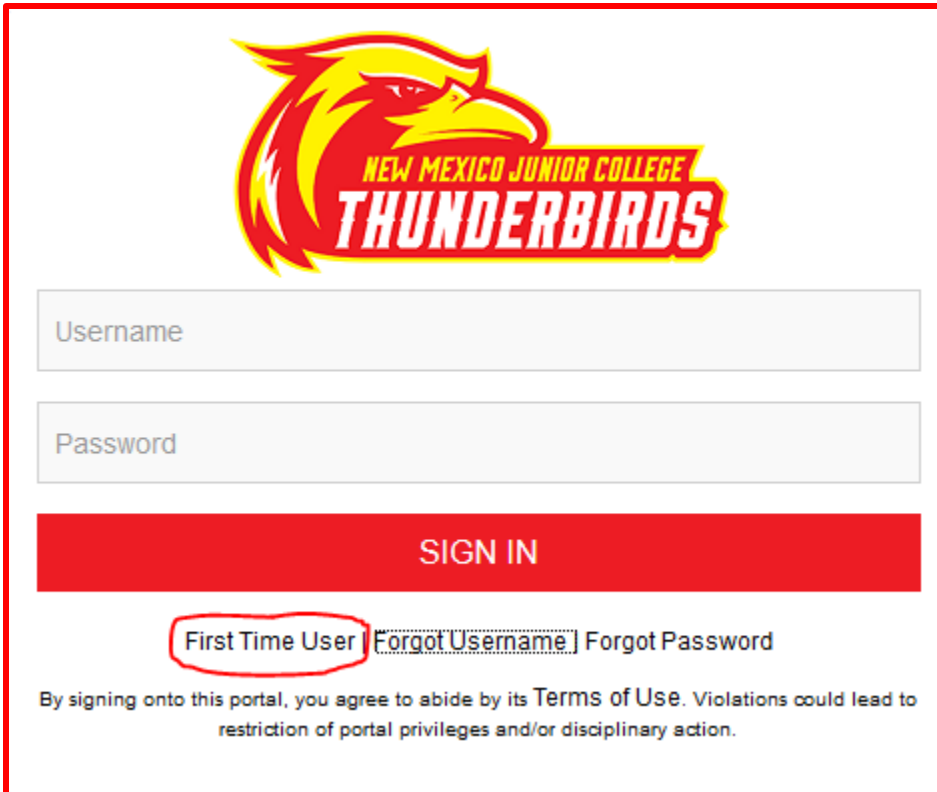



First Time User Setup

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.nmjce.edu>. To get started, click on the First Time User link (see screenshot below).





Username

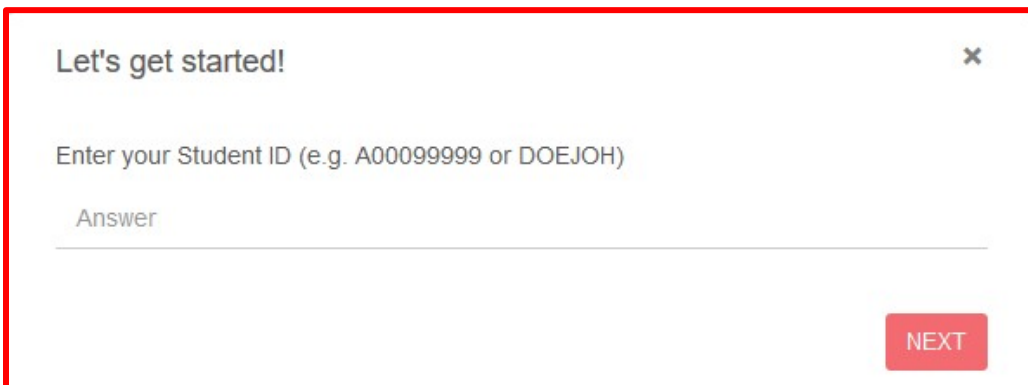
Password

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.

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


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

LET'S GET STARTED

Enter Last 4 digits of SSN

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


jd9999

 [Password Requirements](#)

The password must:

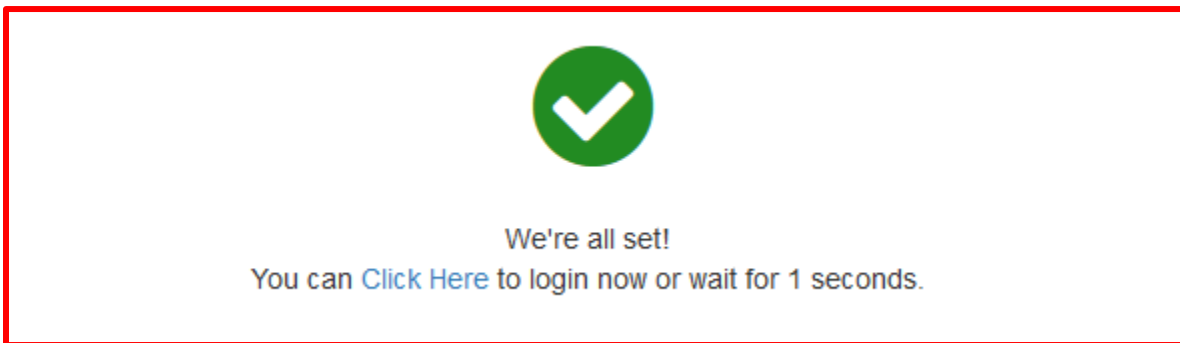
Be at least 8 characters but not more than 14 characters

- 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:

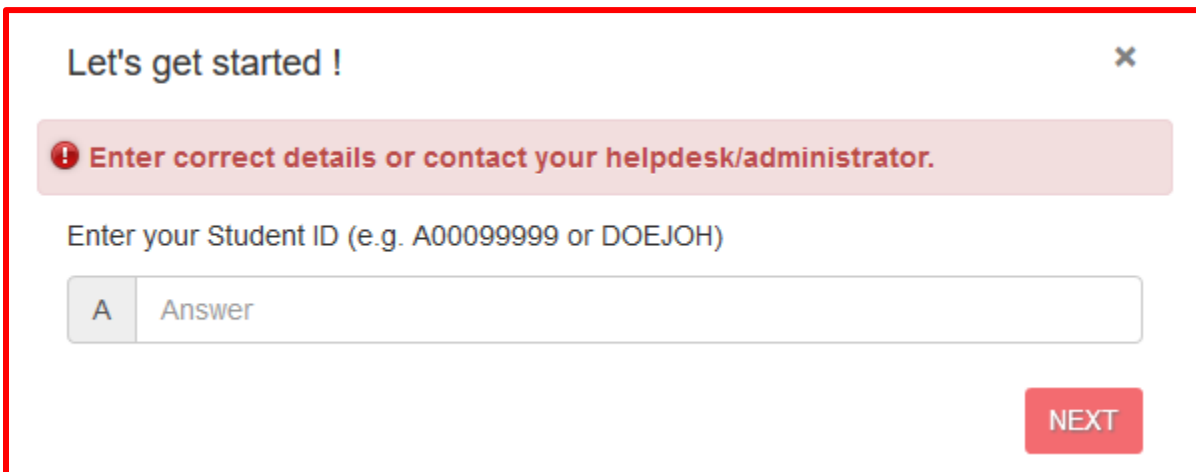
- Contain at least one uppercase letter (A through Z)
- Contain at least one lowercase character (a through z)
- Contain at least one digit (0 through 9)
- Contain at least one special character (for example, !, \$, #, %)
- Contain any Unicode character that is categorized as an alphabetic character 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	bhicks@nmjc.edu
George Garcia, Jr.	575.492.2506	ggarcia@nmjc.edu
Jose Flores	575.492.2505	jflores@nmjc.edu
Bill Kunko	575.492.2501	bkunko@nmjc.edu



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.

Please re-enter your password



jd9999

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 answering security questions, accessing your secondary email address, or allowing text messages to be sent to your primary or secondary cell phone number(s). 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.

My Account

In order to utilize all the features of the system, you must set up at least one of the account recovery options provided below. We strongly suggest you set up all 3 options: secondary email, phone number(s), and security questions. This will allow you to reset your password on your own in the future if you forget it.

PLEASE 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.

Security Questions

Set up your security questions and answers to recover your password.

[TIPS FOR CHOOSING A GOOD SECURITY QUESTION](#)

Q What was your favorite sport in high school?

A Basketball

Q What was your favorite food as child?

A French fries

Q What is your middle name?

A John

Q Who is your childhood sports hero?

A Michael Jordan

Q What is the middlename of your oldest child?

A Jasmine

SUBMIT

Email Recovery

Phone Recovery

[My Applications](#)

[Back to My Account](#)

Below is an example. Please remember that when you try to recover your password, the answers must match **EXACTLY** how you enter them here (case and whitespace sensitive). For example, the 4th answer is French fries. If this question is selected, you must capitalize the first 'F' in 'French', use a single space before the next word, and use a lowercase 'f' in 'fries'.

Security Questions

Set up your security questions and answers to recover your password.

[TIPS FOR CHOOSING A GOOD SECURITY QUESTION](#)

Q What was your favorite sport in high school?

A Basketball

Q What was your favorite food as child?

A French fries

Q What is your middle name?

A John

Q Who is your childhood sports hero?

A Michael Jordan

Q What is the middlename of your oldest child?

A Jasmine

SUBMIT

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.**

Email Recovery

You can recover your password using your verified email address.


Secondary

Email Address

jane.doe@example.com

VERIFY

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



EMAIL VERIFICATION

The security code has been sent to
jane.doe@example.com

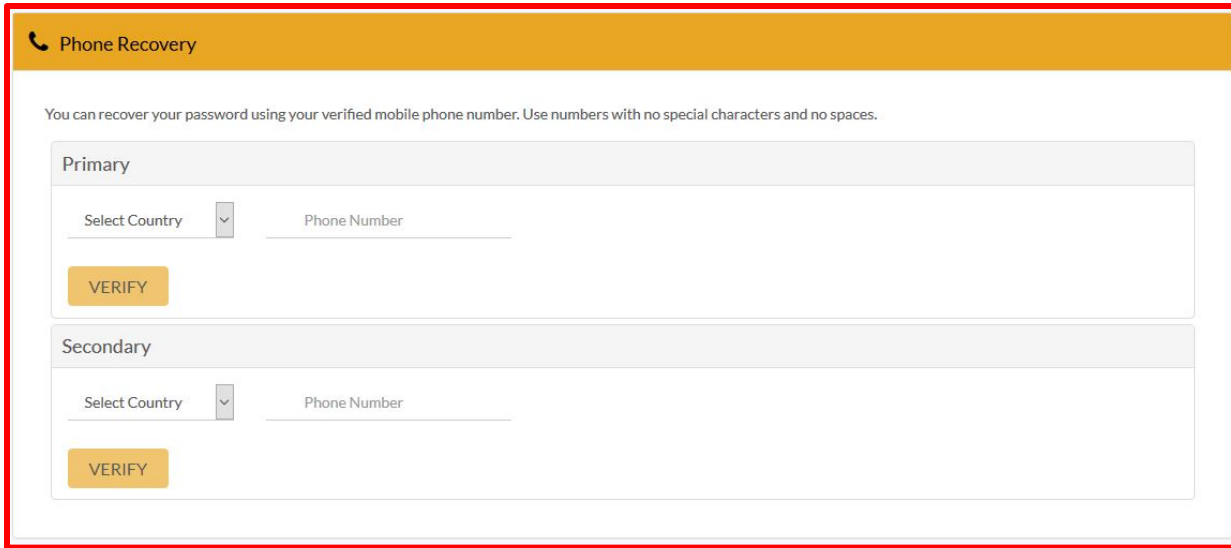
.....

Submit

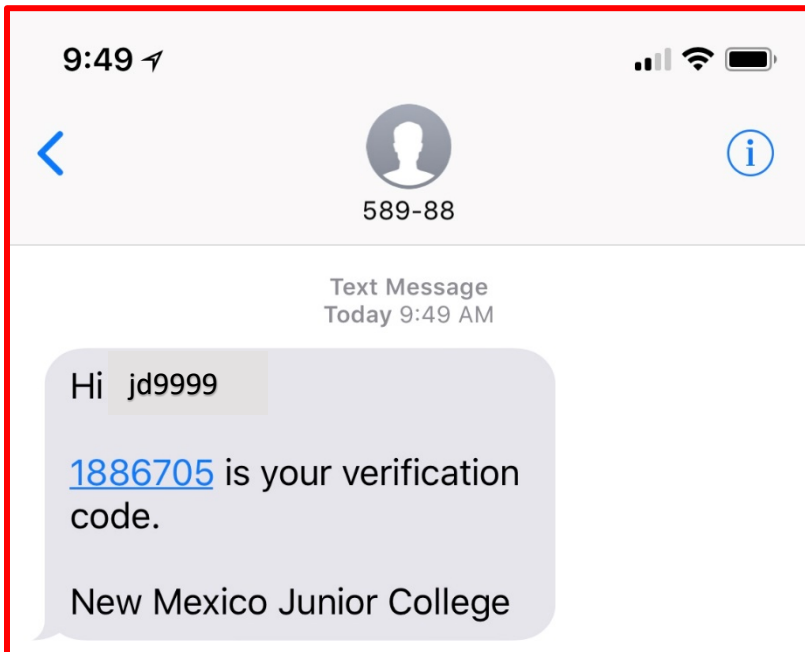
[Resend Security Code](#)


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)**



The image shows a 'Phone Recovery' form with a yellow header. Below the header, there is a note: 'You can recover your password using your verified mobile phone number. Use numbers with no special characters and no spaces.' The form has two sections: 'Primary' and 'Secondary'. Each section contains a 'Select Country' dropdown menu, a 'Phone Number' input field, and a yellow 'VERIFY' button.





PHONE VERIFICATION

The security code has been sent to 9999999999

SUBMIT

[Resend Security Code](#)

When you are finished, please click the Continue button to complete the set up.

Welcome, **jd9999**

The New Mexico Junior College Password Policy establishes the position that poor password management or construction imposes risks to the security of College information systems and resources. Standards for construction and management of passwords greatly reduce these risks.

- Security Questions
- Email Recovery
- Phone Recovery
- Change Password

CONTINUE

Please ensure that your changes are saved. Click yes to continue.

Yes No

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

Change Password

[← Back to Account Security](#)

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

[Back to Account Security](#)

[My Applications](#)