

Name: \_\_\_\_\_

Username: \_\_\_\_\_

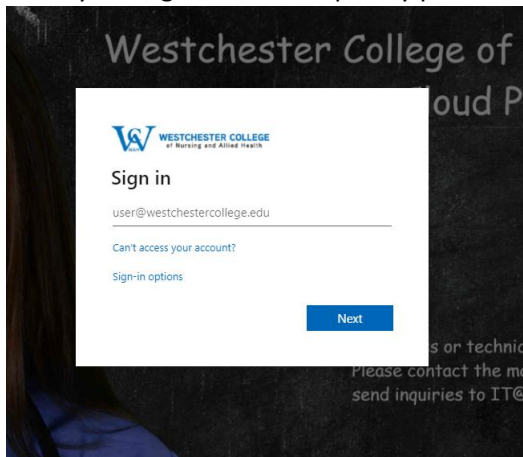
Temporary Password: \_\_\_\_\_

## First Time Logging into Populi or College Email

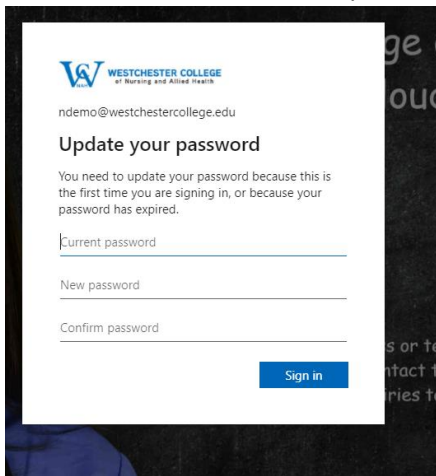
1. Go to <http://westchestercollege.edu>, then click on the "E-Learn" menu icon, then "POPULI LOGIN" or COLLEGE EMAIL.



2. Enter your login ID and temporary password, which were provided above.



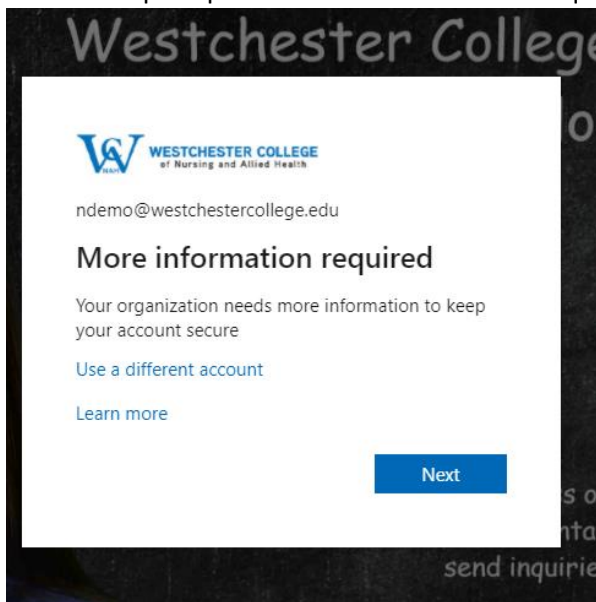
3. Next, you will enter your "Current Password" on the top line. Your "CURRENT PASSWORD" is the same as the TEMPORARY PASSWORD that was provided to you. Then, you will enter your "New Password" on the bottom two



The screenshot shows a web form titled "Update your password" from Westchester College. The email address "ndemo@westchestercollege.edu" is displayed at the top. Below the title, a message states: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three input fields: "Current password", "New password", and "Confirm password". A blue "Sign in" button is located at the bottom right of the form.

lines.

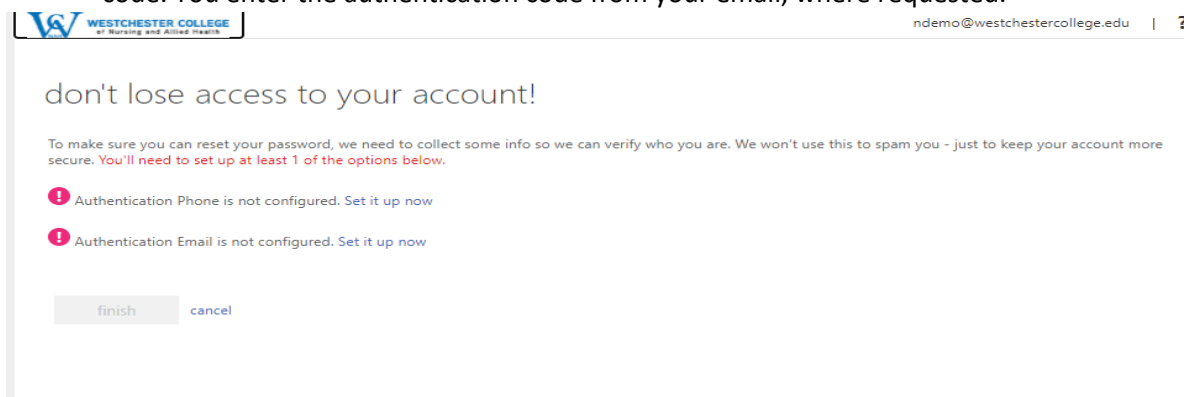
4. You will be prompted to "More Information Required." Select Next.



The screenshot shows a screen titled "More information required" from Westchester College. The email address "ndemo@westchestercollege.edu" is shown. The message reads: "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". A blue "Next" button is positioned at the bottom right.

5. To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

- Phone Authentication – you enter your mobile number, and a text message is sent to your phone with a code. You enter the authentication code where requested.
- Email authentication – you enter your **personal** email address, and an email is sent with an authentication code. You enter the authentication code from your email, where requested.



The screenshot shows a page titled "don't lose access to your account!". It includes a message: "To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below." There are two red warning icons with the following text: "Authentication Phone is not configured. Set it up now" and "Authentication Email is not configured. Set it up now". At the bottom, there are two buttons: "finish" and "cancel". The Westchester College logo and email address "ndemo@westchestercollege.edu" are visible in the header.

6. Initial setup is complete.