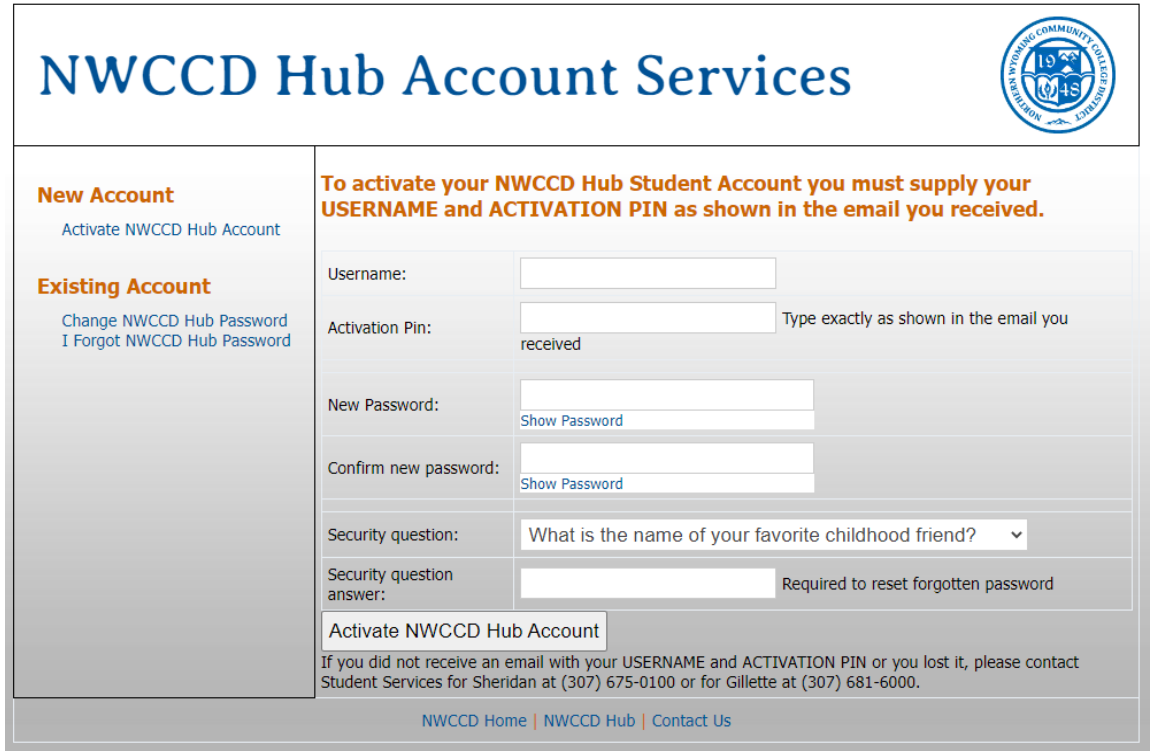
Information Technology

2023/2024 School Year

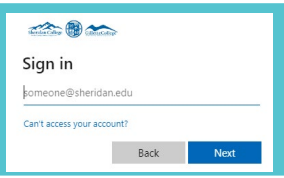
Account Activation



Logging in on Campus

www.sheridan.edu

Enter full @sheridan.edu email address: littlelamb@sheridan.edu



Enter **password** you **selected** when you activated your account

Connecting **to the NWCCD WiFi** Guide

Your username **and password are the credentials**

Periodically check to make sure you are on NWCCD and not Guest

Logging in off Campus

Setup Multi-Factor Authentication upon first login

Microsoft Authenticator App, text message, phone call or **email**

MFA is required to verify your login when off campus

Setting up Multi-Factor Authentication Guide

Multi-Factor Authentication Common Issues

- New phone
- New phone number
- Not receiving verification code
- Device remembers log in credentials/MFA is out of Sync
- https://mysignins.microsoft.com/

Change or Forgot Password

www.sheridan.edu > NWCCD Hub > scroll down to the section where there are questions listed

Need to Update your Password? For Students: https://activation.sheridan.edu/Students/ChangePassword

Change password requires you to remember your current password

Forgot your Password? For Students: https://activation.sheridan.edu/Students/ForgotPassword

Forgot password requires you to remember your security question from activation

Passwords expires after 180 days

Office 365 FREE Download!

All students can download the Office 365 apps for free

Go to https://www.office.com/

Sign in with your Sheridan.edu credentials

Select Office 365 apps to download

Common issue – signed into personal account and not NWCCD

Having trouble? There is help!

Student Resources

- Academic Affairs Student Information
- Library Research Guides
- Library Aides/HelpZone phone: 307-675-0229
- Kooi Library: Griffith Memorial Building

Technology Services

- Information Technology Services
- Submit a ticket to IT
- HelpDesk phone: 307-675-0555
- Technology Services: Griffith Memorial Building 130

Need to purchase a computer?

Some courses have specific computer and/or software requirements – Instructor may email or post in syllabus

Make sure the computer can run the latest operating systems – i.e. Windows 11, Mac Big Sur

College student discount may be available

Don't Forget!!

Never share your password(s)

Always lock your computer when left unattended

Don't open or forward suspicious email links