

Shasta Portal – Setting up your account, password security & recovery

This document will review how to set up your account with Shasta College

1. To begin, access the Shasta Portal at <https://my.shastacollege.edu> -
Type in your full Shasta College email address and click **Next
2. Type in your current or temporary password and click **Sign In**
(all new staff/students will receive a Welcome email with their temporary password)
3. If you want to use the **Microsoft Authenticator** app to aid in Password Recovery, you can choose **Download now**, or you can select the “**I want to set up a different method**” link.
4. The example above shows the Phone method for password recovery. This will send a code via text/sms message to your phone in the event that you forget your password.

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