

Login to Office 365

Go to <https://portal.office.com>

Enter your Valencia College email address

VALENCIA COLLEGE

Sign in

to continue to Outlook

username@mail.valenciacollege.edu

[Can't access your account?](#)

[Sign in with a security key](#) (?)

Back

Next

Welcome to the Valencia College Office 365 Portal!
For assistance visit:
<https://valenciacollege.edu/about/support>

Enter your password

VALENCIA COLLEGE

← catlas@mail.valenciacollege.edu

Enter password

.....|

[Forgot my password](#)

Sign in

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If you see this prompt, select **“Work or school account”**



It looks like this email is used with more than one account from Microsoft. Which one do you want to use?



Work or school account
Created by your IT department
catlas@mail.valenciacollege.edu



Personal account
Created by you
catlas@mail.valenciacollege.edu

Tired of seeing this? [Rename your personal Microsoft account.](#)

Back



Troubleshooting

If you get a password error, click "Reset it Now"



← catlas@mail.valenciacollege.edu

Enter password

Your account or password is incorrect. If you don't remember your password, [reset it now](#).

[Forgot my password](#)

Sign in

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Complete the prompts



Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

Next Cancel



Choose the contact method you'd like to use for verification



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

<input checked="" type="radio"/> Email my alternate email <input type="radio"/> Text my mobile phone <input type="radio"/> Call my mobile phone	<p>You will receive an email containing a verification code at your alternate email address (ke*****@outlook.com).</p> <p>Email</p>
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[Cancel](#)

Check your contact method for the code and enter it here



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

<input type="radio"/> Email my alternate email <input checked="" type="radio"/> Text my mobile phone <input type="radio"/> Call my mobile phone	<p>We've sent you a text message containing a verification code to your phone.</p> <p><input type="text" value="Enter your verification code"/></p> <p>Next</p>
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[Cancel](#)

Enter your new password, confirm it, then click “Finish”. Then login using your new password.



Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

* Confirm new password:

Finish

Cancel

If you get this error, open a support ticket **and include your mobile number and personal email address**. We'll register your account and notify you so you can reset your password.



Get back into your account

We're sorry

You can't reset your own password because you haven't registered for password reset.

If you can't sign in, you must [contact your administrator](#) to reset your password for you.

After you can sign in again, [register for self-service password reset](#), to make sure that you're able to reset your own password in the future.

[Show additional details](#)