



Information Technology Services

Support Phone: (201) 360-4310

Support Email: itshelp@hccc.edu

Website: <https://www.hccc.edu/administration/its/index.html>

Social Media: @HCCC ITS

My Access Identity Claim

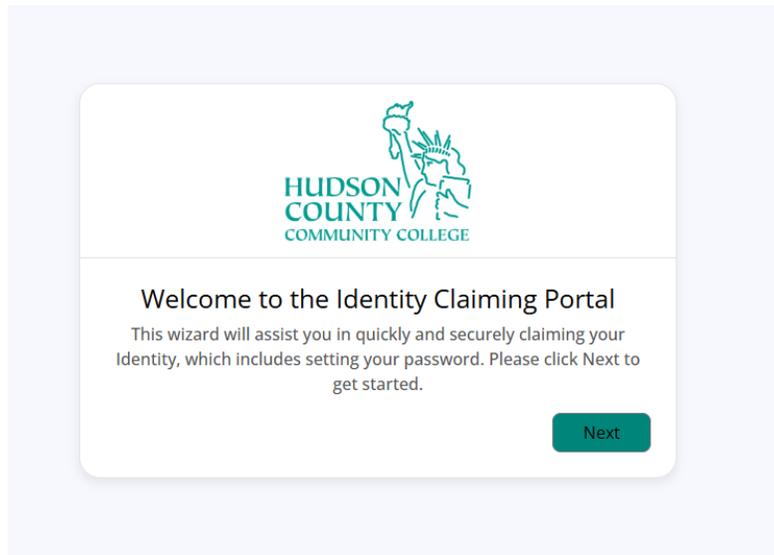
Who should use this guide:

This guide is for all Hudson County Community College users, students, faculty, and staff who are setting up their HCCC account for the first time.

What you'll do

You'll confirm your identity, agree to the Acceptable Use Procedure, set up recovery options, and create a password. Most people finish in about 5-10 minutes.

1. If you are new to HCCC, you will need to set up your account. You can do this from an email you received, or from <https://myaccess.hccc.edu>
2. Choose I'm new here, and proceed.
3. Choose next from the welcome screen.





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4. Locate your identity by entering your legal first and last names, college/Colleague ID number, and your Date of Birth.

HUDSON COUNTY COMMUNITY COLLEGE

Locate Your Identity

Please enter the information below to locate your Identity.

Legal First Name *
Gloribel

Legal Last Name *
TestRosario

ID *
[Redacted]

DOB *
[Redacted]

* Indicates required field

Submit

Can't find your ID number?

If you don't know your college ID, contact HR (employees) or Admissions (students) before continuing.

Name doesn't match?

Enter your legal name as it appears in college records. Reach out to HR (employees) or Admissions (students) if you continue having a problem.



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5. Next, read and then agree to HCCC's Acceptable Use Procedure. Click Next.



Acceptable Use Policy

By logging on to the HCCC Network, you acknowledge that you have read and accept the HCCC ITS Acceptable Use Policy. A copy of this policy can be found in the FAQ section of the HCCC Technology (ITS) Web Page.

<https://www.hccc.edu/abouthccc/policies/dept/its/acceptable-use.html>

I have read the terms, and hereby agree to all of the conditions.

Step 1 of 4 Setup Recovery Information ↗

6. On this step, you will enter and confirm backup contact information, in case you forget your password. This information is private and only used to help you reset your



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password. This information is not shared or visible to others at HCCC. The “Security Answer” you provide is only for the Help Desk to see, to confirm they are talking to you.

7. You will receive confirmation code(s) to your recovery phone number via text and to your recovery email. Enter those codes in this verification box.



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Click Validate when you are done.

Action Required
Please enter the PIN received for the following field(s) to verify the change

Recovery Email
2 1 6 3 7 6
PIN sent to [redacted]@gmail.com
Didn't receive PIN? [Resend](#)
Time Left: 0 hours 24 minutes 3 seconds

Recovery Phone
1 9 8 5 2 0
PIN sent to [redacted]981
Didn't receive PIN? [Resend](#)
Time Left: 0 hours 26 minutes 1 seconds

Cancel Validate

Didn't receive a code?

Check your spam folder or click Resend. Codes may take a minute to arrive.



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8. Finally, you will set up your password. The system will provide feedback as you enter your password to verify that you meet the requirements.

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Let's secure your account with a password

To ensure your account's security, the password must meet the defined requirements. You will be guided on the requirements in real-time as you type.

Username: gtestrosario

Password *

- ✓ Cannot contain user id.
- ✓ At least 1 lower case character(s).
- ✓ At least 1 upper case character(s).
- ✓ At least 1 number(s).
- ✓ At least 2 letter(s) included.
- ✓ Maximum 32 characters long.
- ✓ Minimum 10 characters long.
- ✓ Does not contain Legal First Name.
- ✓ Does not contain Legal Last Name.
- ⓘ Does not match a previous password.

Password strength: Strong
Fantastic! Your password is exceptional.



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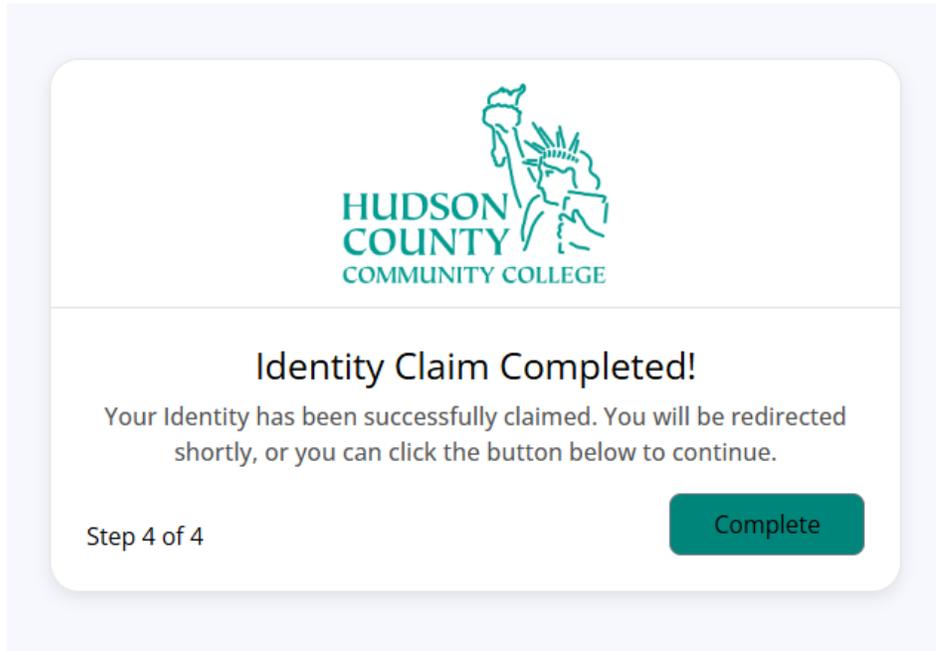
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9. Your identity claim is complete. You can now use your HCCC account!



You're all set!

You can now sign in to HCCC systems, including email, the My Hudson Portal, and course tools, using your new username and password.

If you need help, contact the **HCCC Help Desk** at itshelp@hccc.edu, 201-360-4310, or in person at 70 Sip Avenue, 3rd Floor, ITS Suite, or North Hudson Campus, 3rd Floor, N309.