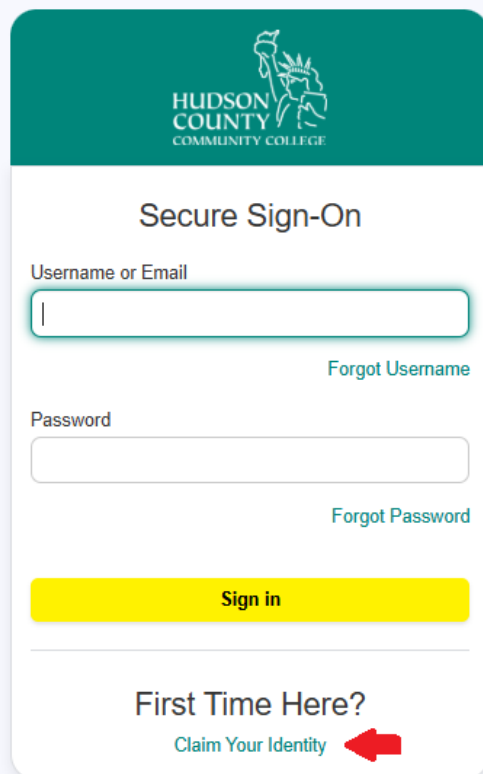


# Claim your Identity Guide

1. Open a web browser and type in: <https://myaccess.hccc.edu/>
2. Navigate to the bottom of the login screen and select “Claim Your Identity”



**HUDSON COUNTY COMMUNITY COLLEGE**

## Secure Sign-On

Username or Email

[Forgot Username](#)


Password

[Forgot Password](#)

**Sign in**

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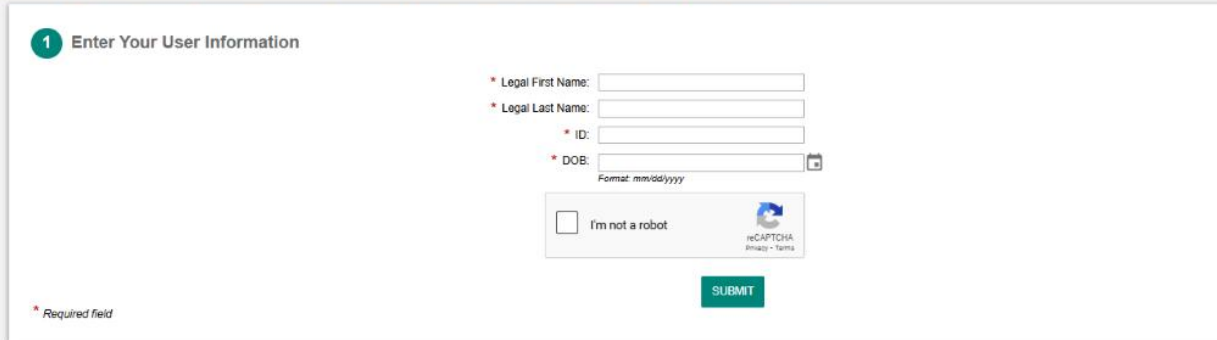
**First Time Here?**

[Claim Your Identity](#) 

3. You'll be redirected to a page where you can enter your information. Note: Be sure to enter your Date of Birth (D.O.B.) in the exact format shown: MM/DD/YYYY

#### Identity Claim

Allows you to quickly and securely claim your identity as well as set your password.




1 Enter Your User Information

\* Legal First Name:

\* Legal Last Name:

\* ID:

\* DOB:  Format: mm/dd/yyyy

☐ I'm not a robot 

**SUBMIT**

\* Required field

4. Click "Submit"

5. "Click Accept" on the Acceptable Use Policy

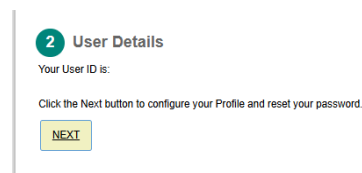


**Acceptable Use Policy**

re 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/its/acceptable-use-policy>

**DECLINE** **ACCEPT**

6. Click "Next". Note: The "User Details" shown here include your **username and login credentials**, which you will use to sign in.



**2 User Details**

Your User ID is:

Click the Next button to configure your Profile and reset your password.

**NEXT**

7. Set your recovery email and phone number. These will be used to verify your identity if you ever forget your password or need to recover your account. Also, please add a security answer. IT will ask for this answer to verify your identity for account recovery purposes.

4

Update Personal Information

You must enter either the Recovery Email and/or Recovery Phone number.

Recovery Email:

\* Recovery Phone:

Recovery Phone is a mandatory field.

\* Security Answer for

Account Recovery: We will ask for this answer to verify their identity  
Security Answer for Account Recovery is a mandatory field.

DISCARD CHANGES

SUBMIT

\* Required field

8. Please create a new password that meets all the required criteria. As you type, the indicators on the right will help you — red “X” marks will turn green once each requirement is successfully met. Then click “Submit”

3

Select The Desired Accounts (Or "Account Groups") For Password Reset And Create A New Password

You may use the same password for multiple accounts and account groups if it does not violate password rules.

The list of account(s) for password reset.

Application/Group	Account	Password Rules	Last Reset Attempted On	Reset password Before
Employees				
Active Directory			05/18/2025 11:35 AM	01/18/2026 11:35 AM
Identity System			05/18/2025 11:35 AM	01/18/2026 11:35 AM
1 Total				

\* New Password:

Password Strength: Strong

\* Re-type Password:

CLEAR ALL

SUBMIT

View Policy Violation

View Policy

Employees

Mandatory

✔ Cannot Be Shorter Than 10 Characters.

✔ Cannot Be Larger Than 32 Characters.

✔ Requires a minimum of 2 letters.

✔ Should have a minimum of 1 upper case characters.

✔ Should have a minimum of 1 lower case characters.

✔ Cannot use Legal First Name.

✔ Cannot use Legal Last Name.

✔ Cannot use Identity User ID.

✔ Requires a minimum of 1 numbers.