

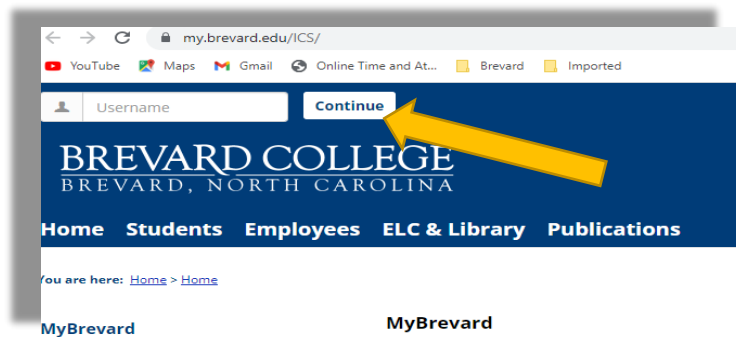
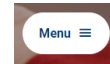
Welcome to Brevard College

The following instructions will help you login to the Brevard College Network with your new Brevard College username and email address. When logging into your account for the first time, you will need to add a couple of additional pieces of information that will help our systems identify you and also help you reset your password if you ever forget it. You will only have to add this information when you first login to the Brevard College Network. If any of your information ever changes (cell phone /alternate email address) please drop by the IT Department with your student ID and we'll be glad to help straighten that out.

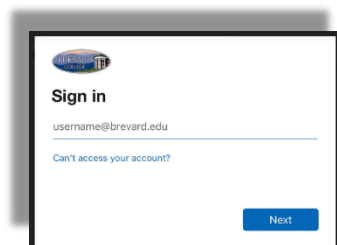
- (Usernames are the information to the left of the @brevard.edu only)
- (Email Addresses are the Whole account information (Brevardstudent@brevard.edu))

Logging into the Brevard Network for the first time

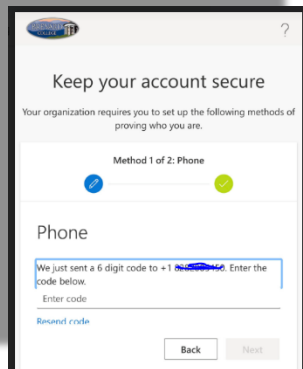
1. Go to the Brevard.edu main website
2. Click the **Menu button** located in the top right of the webpage
3. Click the **"My Brevard"** link located at the bottom right of the menu page
4. Enter your assigned Brevard username at the top left of the **"My.Brevard"** page and click Continue



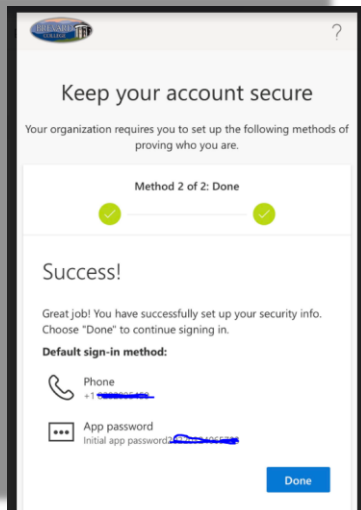
5. You will be prompted to enter your full email address in a new popup window



6. You will be prompted to add two forms of alternate contact (cell /alternate email)
7. When you add your cell phone, it will send a one-time code via text message. Enter that code and click **Next**



8. Once you have added and verified your alternate email address and your cell phone you will see the following success popup.



9. Click Done and you will continue to the My.Brevard.edu Portal where you can access all things Brevard.