

Password Reset- User guide

1. Access www.tsc.edu
2. Select [MyTSC](#)

Volunteer Income Tax Assistance (VITA) program will offer
FREE Electronic Tax Preparation
for anyone who has an annual income of \$54,000 or less.
Call 211 (for local VITA sites) or (956) 295-3761 (ITECC Room F-6) for an appointment.
January 24 – April 16

Apply Now
Programs
MyTSC
News
Jobs @ TSC
Calendar
Contact Us

Press Release
TSC breaks fall enrollment record again, reaches 6,220 head count
A year after surpassing the 3,000-student mark, TSC set another enrollment record with a 6,220 student head count for the fall 2017 semester.
[Full story](#)

Campus Tours
Request a Campus Tour
TSC offers campus tours throughout the year. Please click the link below to sign up for one. Requests should be made at least two weeks in advance.
[Request Tour](#)

Facility Rentals
Host Your Event at TSC
[See Spaces and Rates](#)

Upcoming Events
TSC Board Meeting
Gorges Board Room
February 9, 2018, 5:30 p.m.
[Agenda - Video](#)

3. On the MyTSC web portal, click on [“Can’t Login? Click here to reset your password”](#)

MyTSC

Help Desk Support

- Frequently Asked Questions
- eduroam (WiFi)
- IT Guidelines
- Office 365 FAQs
- Purchase Discounted Software
- Lock Down Browser

Canvas Support

- Academic Calendars
- Catalog
- Student Handbook
- Final Exam Schedules
- Campus Map

MyTSC

TSC ONLINE WEBMAIL canvas

Can't Login? Click here to reset your password.

Announcements

Effective June 5, 2017, the Canvas Learning Management Studio was launched. Please take the time to become familiar with the Canvas interface and visit our available links, tutorials and [videos](#).

[Canvas Student Guide](#)

Last Updated on Tuesday, 23 January 2018 08:55

Password Reset

Technology Help Desk

Monday - Friday
9:00 a.m. - 5:00 p.m.
Located in
Oliveira 102
Phone
956 295 3800
E-Mail
helpdesk@tsc.edu
Web
www.tsc.edu

4. Sign in using your default credentials.



All Students:

Prior to logging into Office 365 or TSC Online for the first time, please update your profile, security questions and password using this self-service password utility site.

To begin, enter your TSC username.

Your username is your **firstname.lastname###**
(As provided by Admissions & Records)

Domain User Name: **jane.smith100**

Enter your assigned temporary password.

Your temporary password is your first name initial in UPPER case, your last name initial in lower case, and your seven digit ID number (include any leading zeros).

Example: Jane Smith will be: Js0012345



Expired Password?

Login with your current password



Reset Password using Security Questions

Reset your expired or forgotten password



Unlock Account

Unlock your locked out account

User Name:

Your username is your firstname.lastname###

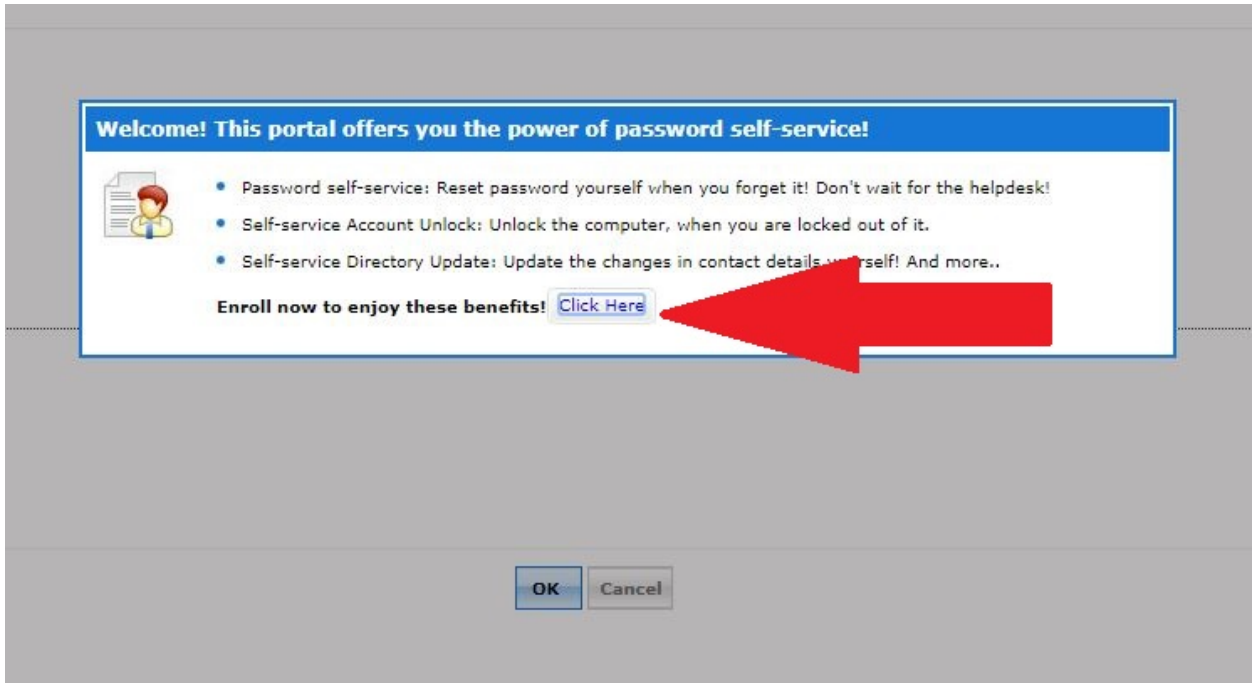
User Name Example: **jane.smith100**

Enter the assigned temporary password

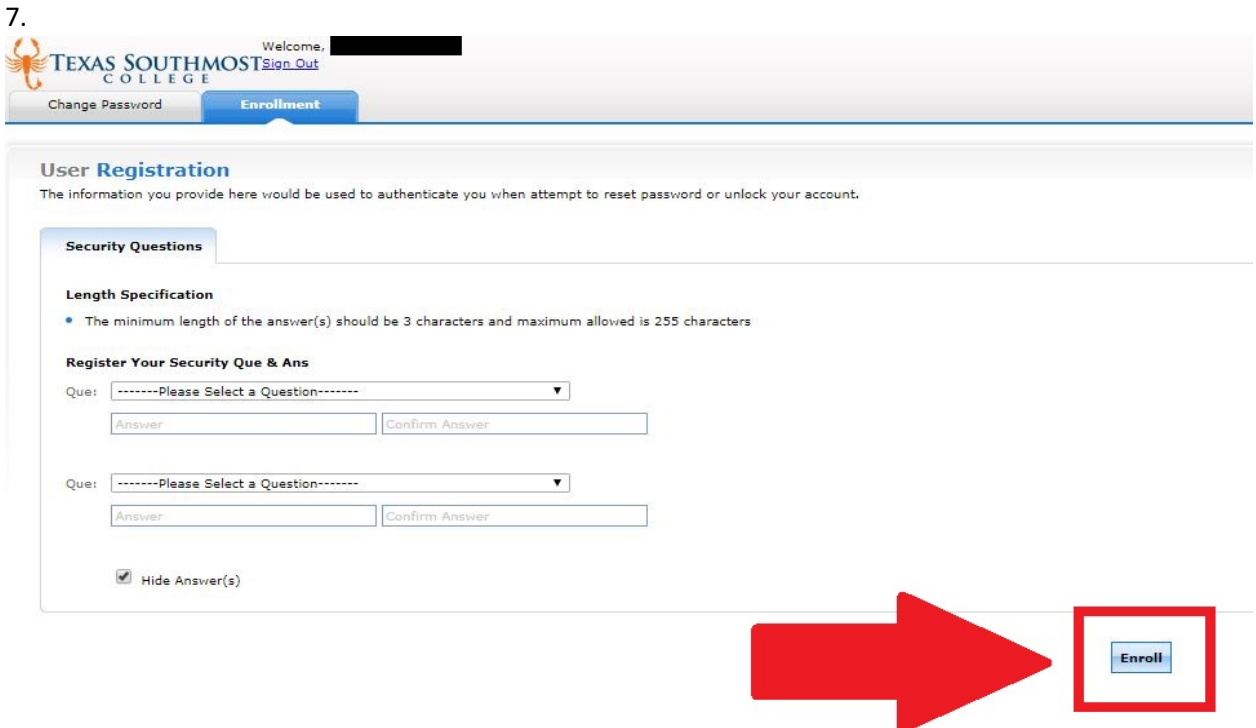
Your temporary password is your first name initial in UPPER case, your last name initial in lower case, and your seven digit ID number (include any leading zeros).

Example: Jane Smith will be: **Js0012345**

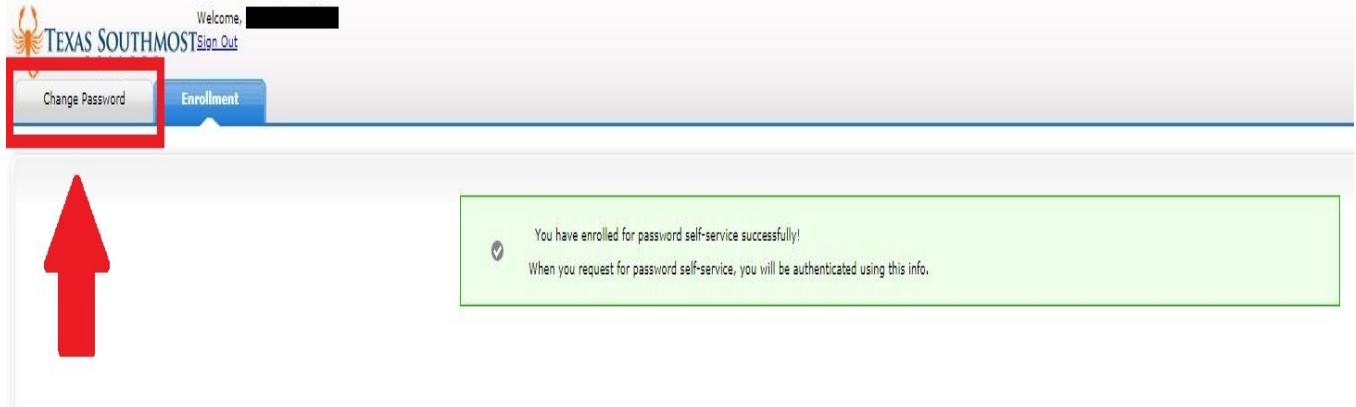
5. The Self Service Reset Tool will allow students to create security questions and reset their account passwords.



6. Register security questions and click Enroll.



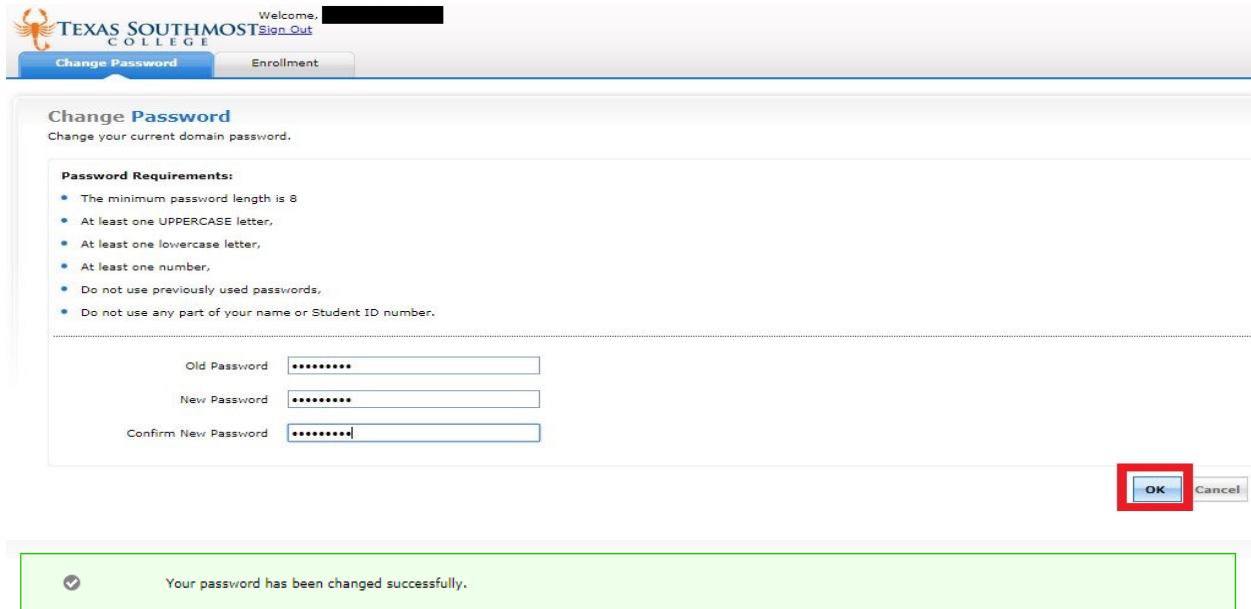
- Once registered with Security questions, student may select **“Change Password”** on the top left of screen.



- Student will need to create his/her own custom password. Ensuring that the following password requirements are met.

Password Requirements:

- The minimum password length is 8
- At least one UPPERCASE letter,
- At least one lowercase letter,
- At least one number,
- Do not use previously used passwords,
- Do not use any part of your name or Student ID number.



9. Once the Password has been successfully reset, the student will be able to access his/her Canvas, TSC Web Mail, and TSC Online accounts using the updated password.

The screenshot displays the Texas Southmost College website. At the top left is the college logo, an orange scorpion, and the text "TEXAS SOUTHMOST COLLEGE". To the right is a search bar with a "Go" button and social media icons for Facebook, Twitter, and Email. Below the search bar is a "Select Language" dropdown menu. A horizontal navigation bar contains the following links: ABOUT, NEW STUDENTS, CURRENT STUDENTS, ACADEMICS, PARENTS AND FAMILIES, FACULTY AND STAFF, and WTCE. Below this is a large blue banner with the "MyTSC" logo, which features the scorpion icon. Underneath the banner, there is a breadcrumb trail: "Home > MyTSC".

The main content area is divided into three columns:

- Left Column (MyTSC):** A sidebar menu with the following items:
 - Help Desk Support
 - Frequently Asked Questions
 - eduroam (WiFi)
 - IT Guidelines
 - Office 365 FAQs
 - Purchase Discounted Software
 - Lock Down Browser
 - Canvas Support
 - Academic Calendars
 - Catalog
 - Student Handbook
 - Final Exam Schedules
 - Campus Map
- Middle Column (MyTSC Services):** A central box with a red border containing three service icons: a book for "TSC ONLINE", an envelope with an @ symbol for "WEBMAIL", and a red circular pattern for "canvas". Below these icons is a link: "Can't Login? Click here to reset your password." with a mouse cursor icon.
- Right Column (Password Reset):** A box titled "Password Reset" with the following information:
 - Technology Help Desk
 - Monday - Friday 8:00 a.m. - 5:00 p.m.
 - Located in Oliveira 102
 - Phone 956.295.3800
 - E-Mail helpdesk@tsc.edu
 - Website www.tsc.edu/helpdesk

Below the service links is an "Announcements" section with a grey background box containing the text: "Effective June 5, 2017, the Canvas Learning Management Studio was launched. Please take the time to become familiar with the Canvas interface and visit our available links, tutorials and [videos](#)." Below this text is a link: [Canvas Student Guide](#). At the bottom of the page, it says "Last Updated on Tuesday, 23 January 2018 08:55".