

Student Account Set Up

Complete the steps below using a computer or laptop (not a smartphone or tablet)

Step 1: Go to [MyApps.Microsoft.com](https://myapps.microsoft.com)

Step 2: Sign in with your ECC student email

Your student email is:

First initial + last name + first four digits of your date of birth followed by **@my.edgecombe.edu**

Example: John Smith, born May 18, 1988 → jsmith0518@my.edgecombe.edu

Step 3: Create Your Password

- Select “Forgot my password”
- Verify that the personal email address shown matches the one used on your college application
- Enter the verification code sent to that email

Step 4: Set up Multifactor Authentication (MFA)

You will be prompted to:

- **Create a new password**
 - Must be at least 8 characters and include three of the following:
Lowercase letters, Uppercase letters, Numbers, Symbols
- **Set up MFA using one of the following options**
 - Microsoft Authenticator App, Phone call, Text Message

Need Help?

If you do not have a cell phone or experience any issues during the setup process, please submit a technical support request at:

<https://edgecombe.edu/student-portal/technical-support/technical-support-request/>