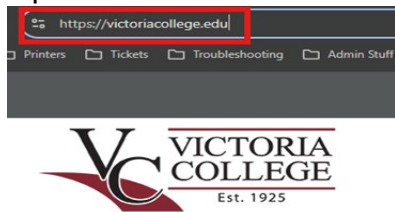


Getting Started with the Pirate Portal

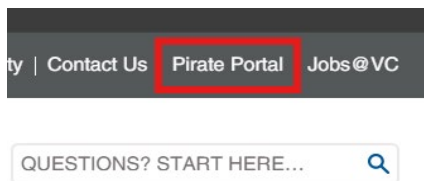
This document will demonstrate how to retrieve your VC username and password, how to login to the Pirate Portal to set up the Microsoft Authenticator and how to change your password.

Retrieve your VC username and password.

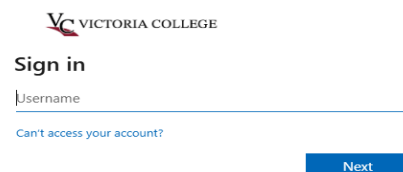
1. Open a web browser and navigate to <https://victoriacollege.edu>



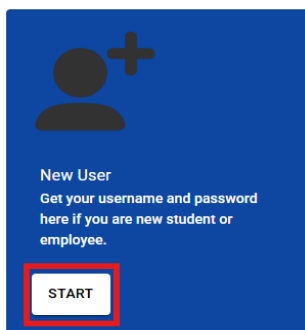
2. Click on "Pirate Portal"



3. Click on "Retrieve your username and password."



4. On the Victoria College Account Manager Page, Click "Start" under the "New User" tab.



5. On the “Agree to Rules” section, verify that the radio button is selected for “I accept the regulations defined by Victoria College.”
 - a. Enter your Student ID or SSN into the “Student ID or SSN” field.
 - b. Enter your date of birth in the “Birthdate” field.
 - c. Then click “Agree.”

Note: Do NOT type any dashes if you are using your SSN.

Regulations governing student use of Victoria College computing resources.


Agree to Rules

You must agree to the rules to continue

☒ I accept the regulations defined by Victoria College.
 ☐ I DO NOT

6. On the “Alerts and Notifications” section, we recommend keeping these alerts enabled so you do not miss any important information. If you would like to opt out of alerts, select I do not want to receive alerts. Once you have made your selection, click “Save”.

Alerts and Notifications

Victoria College Emergency Alerts

Victoria College's **Emergency Alert System** is used to communicate important information to students and employees during emergencies and campus closures. To receive emergency alerts, it is essential that you keep your alert preferences and contact information up-to-date.

VC students and employees are automatically subscribed to receive emergency alerts for all locations. To opt out of alerts for a specific location(s), uncheck the appropriate box(es) below.

☐ I do NOT want to receive any emergency alerts from Victoria College.

Important: In accordance with Texas House Bill 2758, alert preferences automatically reset to include all locations on August 1 each year. To opt out of alerts for a specific location(s), you must update your preferences after August 1.

- On the “Contact Information” section, verify that your phone number and personal email are correct. Then click “Next.”

Note: If you need to update your contact information, click the link below your email that says: “Update your Contact Info” in the next step.

 **Contact Information**

Please review your contact information. This information is used by the college to communicate with you about college business. Note: If you need to update your contact information, please proceed to the next step: **Credential Information**, and click on **Update Your Contact Info**.

Current Telephone Information
Standard text and messaging fees apply. To unsubscribe to these text messages, reply STOP.

Contact Method	Phone Number
Phone Call	[REDACTED]
Text Message	[REDACTED]

Current Email Information
If you have multiple **Personal E-mail** addresses the one with the **Preferred = Y** will receive the alert.

Email type	Email address	Preferred
Campus E-Mail	[REDACTED]	Y
Emergency E-Mail	[REDACTED]	N
Personal E-Mail	[REDACTED]	N

NEXT

- On the “Credential Information” section, your username, temporary password, and student email will be displayed. **Take note of the login credentials** as you will need them to log into Pirate Portal. The password is case sensitive.

 **Credential Information**

Below is your username and password to login to Victoria College services.

Username: [REDACTED]
 Password: [REDACTED]
 Email: [REDACTED]

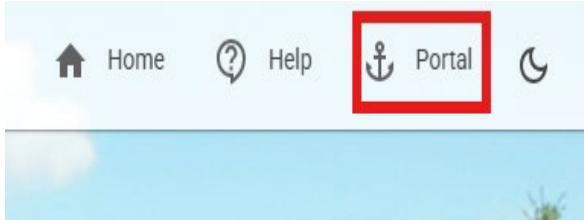
UPDATE YOUR CONTACT INFO

 ***To protect your information close the browser when finished.**

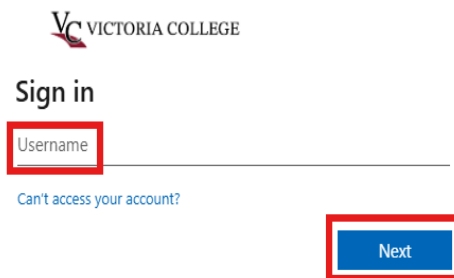
- You have now obtained your login info. Proceed to the next section to continue with the login process.

Log into Pirate Portal

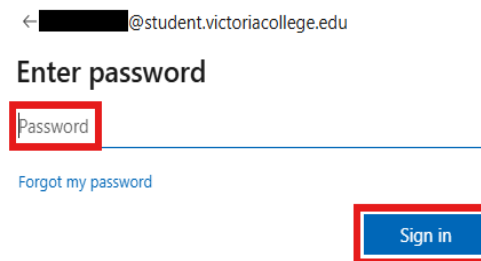
1. You can now log into Pirate Portal using your username and password. In the upper right corner, click the “Portal” icon.



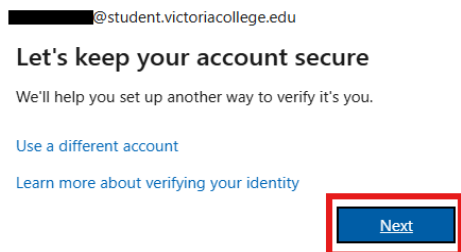
2. Sign in with your username (username@student.victoriacollege.edu), then click “Next.”



3. Enter your temporary password, then click “Sign in.”



4. You will be prompted to set up the Microsoft Authenticator to comply with security policy. Press “Next” when you get the “Let’s keep your account secure” screen.



Setup Microsoft Authenticator App (Phone)

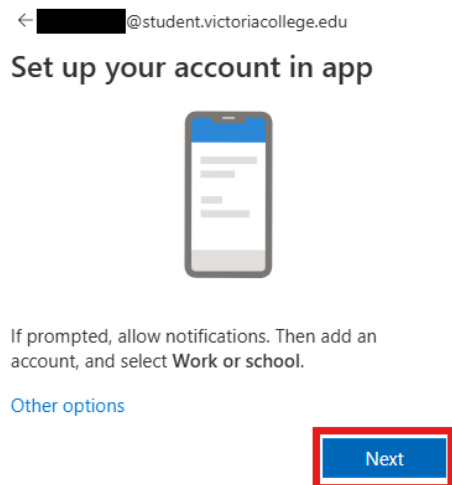
Note: If you already have the Microsoft Authenticator app setup on your phone, please skip to the next section titled “Reset Password/Pirate Portal Login”

1. Download and install the Microsoft Authenticator from the iOS App Store or the Google Play Store. Once the app is installed, click “Next” to continue.

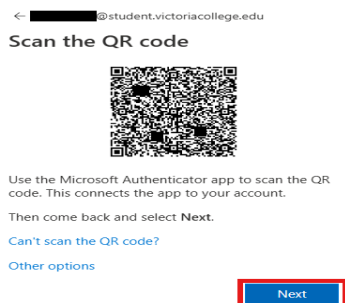
Note: Make sure you download the correct Microsoft Authenticator app. Look for the blue padlock and blue person icon as indicated in the image below



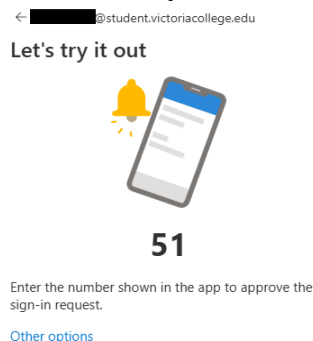
2. Once the Microsoft Authenticator app is installed, open the app and allow notifications if prompted. Select “Work or School” when asked which type of account you want to add. Then proceed to the next section by clicking “Next.”



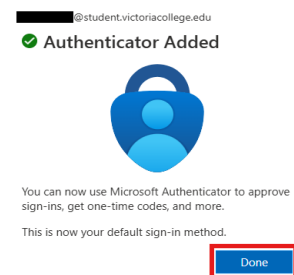
3. On your phone, open the Microsoft Authenticator app and select “Scan QR Code.” Use your phone to scan the QR code displayed on your computer screen. (If you do not see the “Scan QR Code” option, tap on “Verified ID’s” then tap on “Scan QR Code” to scan the QR code). Then click “Next.”
Note: If you are on a mobile device, click on the link that says, “Pair your account to the app by clicking this link.” It will open the Authenticator app to activate your account. After you see your account listed, go back to the browser and click “Next.”



4. A 2-digit number is displayed on the screen. Enter the number into the authenticator app to approve the notification.
 - a. If your phone has a password, PIN number, or face ID, you will be prompted to use that to finalize the process.
 - b. Once you do this, the screen will automatically go to the next page.

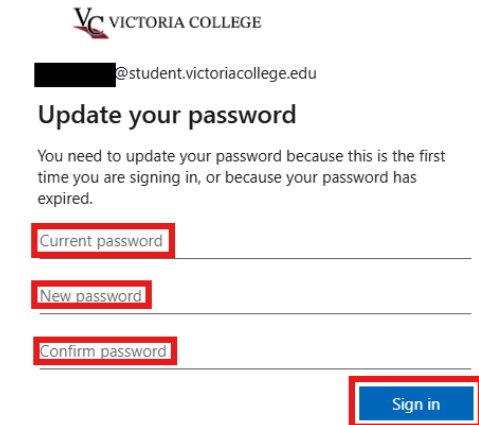


5. Click Done on the Authenticator Added screen.



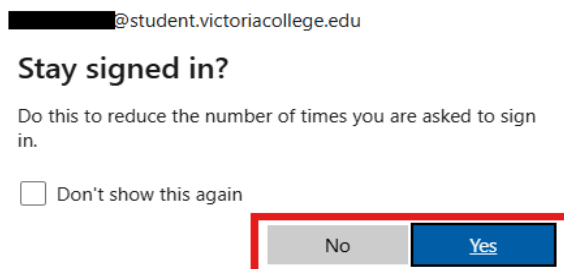
Reset Password/Pirate Portal Login

1. Enter the temporary password you used earlier into the “Current password” field. Create a new password and enter the password in the “New password” and then re-enter the same new password in the “Confirm password” field. Then click “Sign in.”



The screenshot shows the Victoria College login page. At the top is the college logo. Below it is a text input field containing an email address ending in @student.victoriacollege.edu. The main heading is "Update your password". Below this is a paragraph explaining that the password must be updated because it's the first time signing in or it has expired. There are three password input fields: "Current password", "New password", and "Confirm password". Each field has a red rectangular box around its label. At the bottom right is a blue "Sign in" button with a red rectangular box around it.

2. Your browser will automatically display the following window, asking if you would like to stay signed in on your current browser. Click “Yes” if you would like to be automatically signed in, or “No” if you would like to sign in each time.



The screenshot shows a dialog box titled "Stay signed in?". Below the title is a paragraph asking if the user wants to reduce the number of times they are asked to sign in. There is a checkbox labeled "Don't show this again". At the bottom are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red rectangular box.

3. You are now on the home page of the Pirate Portal. Click “Student Home Page” to access all your student resources and tools.

