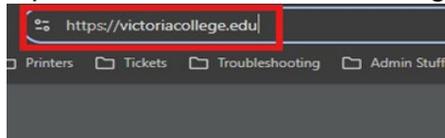# Getting Started with the Pirate Portal

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.
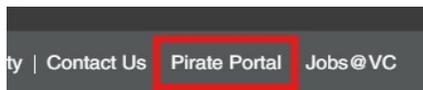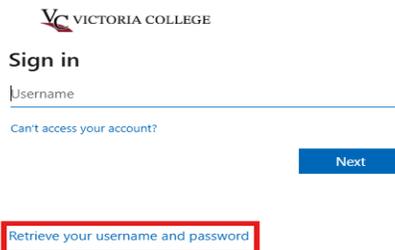
Retrieve your VC username and password

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. Click "Start" under the "New User" tab.

New User
Get your username and password here if you are new student or employee.

START

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 N(

Student ID or SSN

Birthdate (MM/DD/YYYY)

AGREE

6. Under the "Alerts and Notifications" section, select from the locations listed to receive alerts from the locations or "I do not want to receive emergency alerts from Victoria College". Then 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.

Alert Preferences:
✓ Emerging Technology Complex   ✓ Hallettsville VN Program Site   ✓ Main Campus   ✓ VC-Gonzales Center

☐ 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.

SAVE

VICTORIA COLLEGE

7. On the "Contact Information" section, ensure that your phone number and personal email are correct. Click "Next"

Please check your contact information. This information is used by the college to com about college business. To modify these values please use this link AFTER you get yo username/password. This link will also be shown after you retrieve your credentials.

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

Contact Method	Phone Number
Phone Call	████
Text Message	████

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	██████████	N
Emergency E-Mail	█████████	N
Personal E-Mail	██████	Y

NEXT

8. On the "Credential Information" section, your username, temporary password, and student email will be displayed. Take note of this information as you will need it to log into Pirate Portal. The password is case sensitive.

> *Note: If you need to update your contact information, click the link below your email "Update your Contact Info"*

👤 **Credential Information**

Below is your username and password to login

Username: ████
Password: ████
Email: ██████
UPDATE YOUR CONTACT INFO

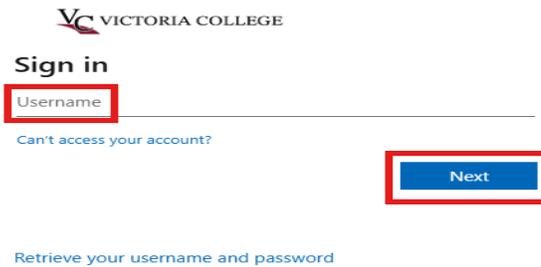ⓘ *To protect your information close the browser when finished.

9. You have now obtained your login info. Continue to the next section.
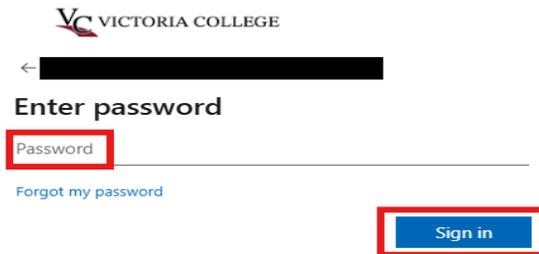
Log into Pirate Portal

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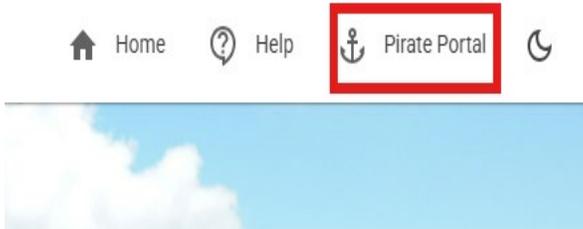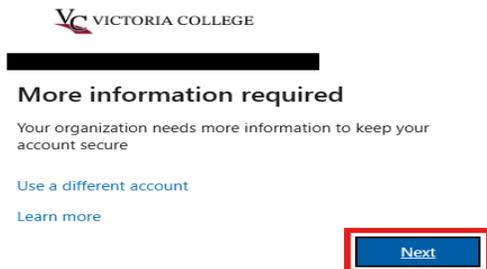

2. Sign in with your username (username@student.victoriacollege.edu), then click "Next."

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 "More information required" 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. Install the Microsoft Authenticator from the iOS App Store, or the Google Play Store to complete the setup. Once the app is installed, click "Next."
   *Note: When you go to download the app, make sure you download the one that has the blue padlock and blue person icon as indicated in the image below*
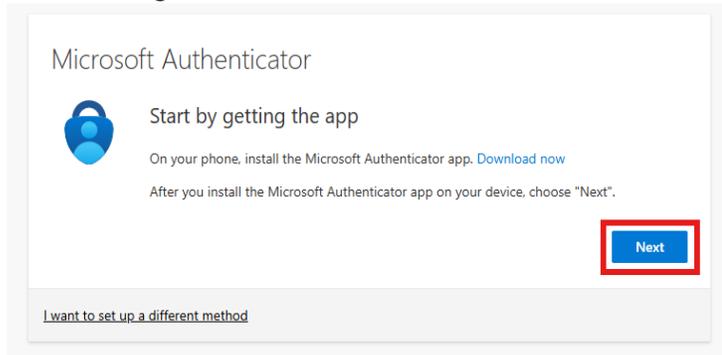
2. After the Authenticator app is installed, open the app and allow notifications if prompted, then select "Work or School" as the account you wish to add, then proceed to the next section by clicking "Next."
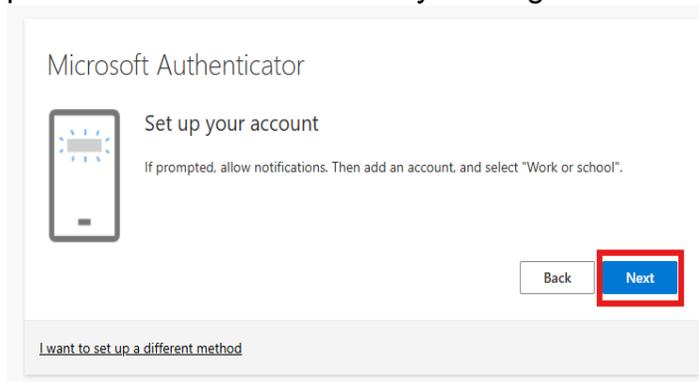
3. On your phone, select "Scan QR Code" using the authenticator app on your phone, then scan the QR code that is displayed on your screen. (If you do not see the "Scan QR Code" option, tap on "Verified ID's" then tap on "Scan QR Code" to scan the QR code). Then click "Next".

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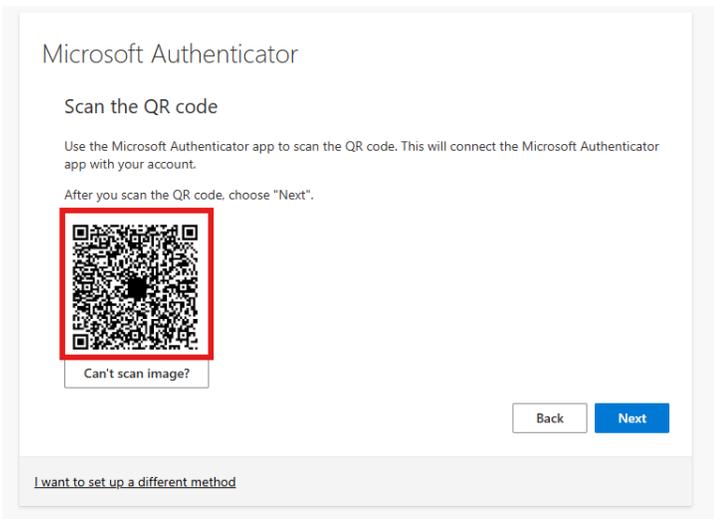
4. A 2-digit number is displayed on the screen. Enter the number into the authenticator app to approve the notification.
   a. If your phone has a password, PIN number, or face ID, you will be prompted to use that to finalize the process.
   b. Once you do this, the screen will automatically go to the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

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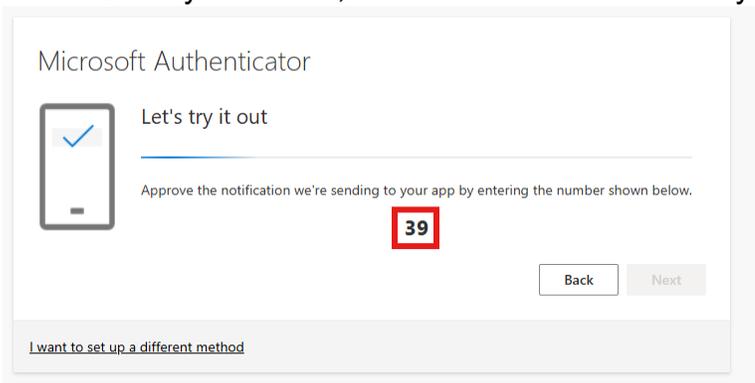
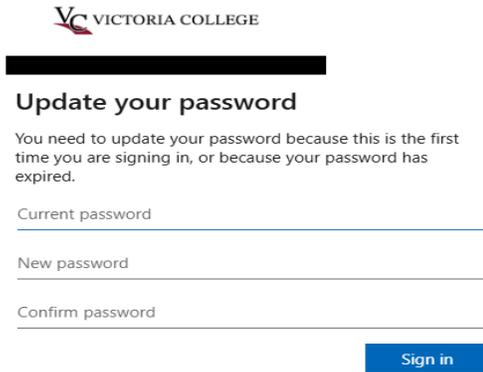5. Click "Next" on the "Notification approved" screen.
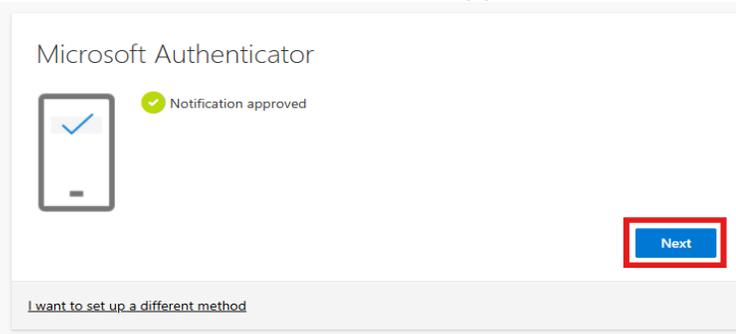
6. The computer screen will display the message "Success!" indicating that the Microsoft Authenticator was successfully setup and will now be the default sign-in method for logging into your account. Click "Done"
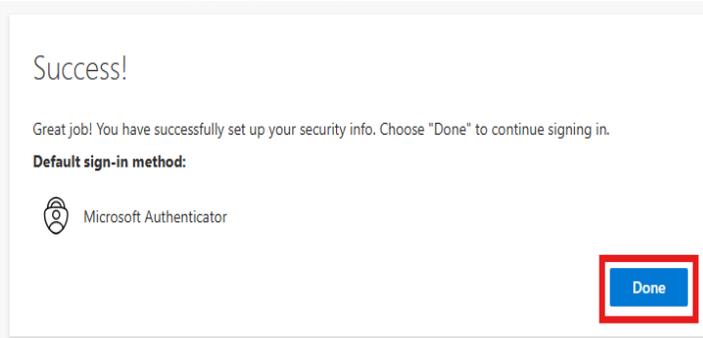
Reset Password/Pirate Portal Login

1. Re-enter the temporary password that you used earlier into the "Current password" field. Create a new password and enter the password in the "New password" and "Confirm password" fields. Then click "Sign in."

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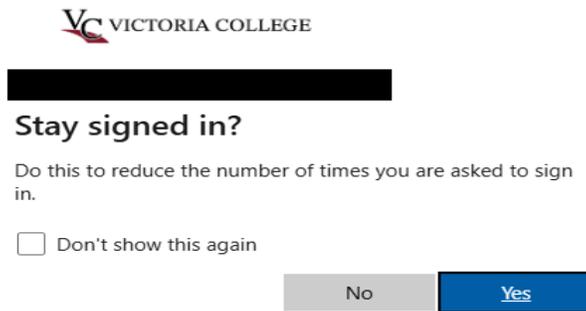
3. You are now on the home page of the Pirate Portal. Click "Student Home Page" to access all your student resources and tools.