

## FOLLOW THESE STEPS

**1 Class Schedule:**  
Your Brightspace username and password is on the top left of your class schedule. Please contact your counselor if you need a copy of your schedule.

**3 Or access Brightspace via the PULSE App:**

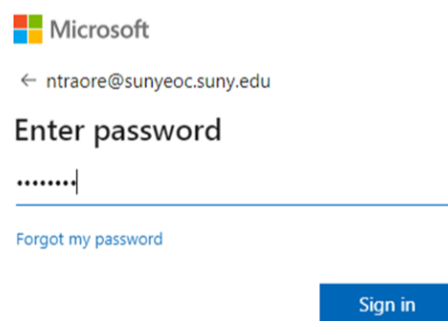
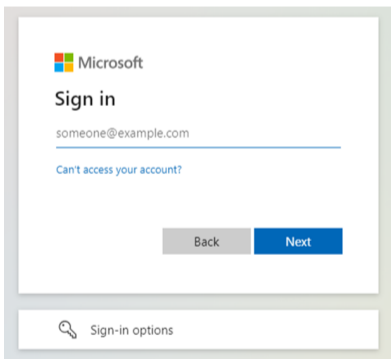
- Download the PULSE App at the Google Play or Apple Store
- Then search SUNY UCAWD (EOC) and click on link

**4 Click: NETWORK LOGIN**



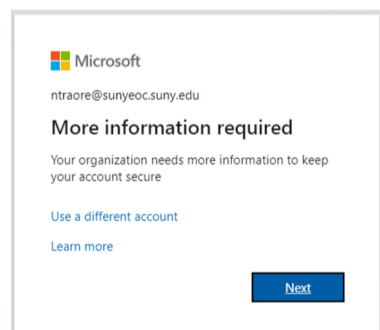
**6 Sign In:**

- Type Username & Click Next
- Type Password & Click Sign In



**8 Password Recovery:**  
Information to keep your account secure. Only need to do this on the initial log-in.

- Click Next



**2 Go to Brightspace Website:**  
<https://mylearning.suny.edu/d2l/login>  
Link is also located on BEOC Brightspace webpage.

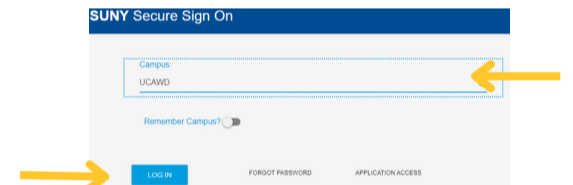


**Andriod Apple**



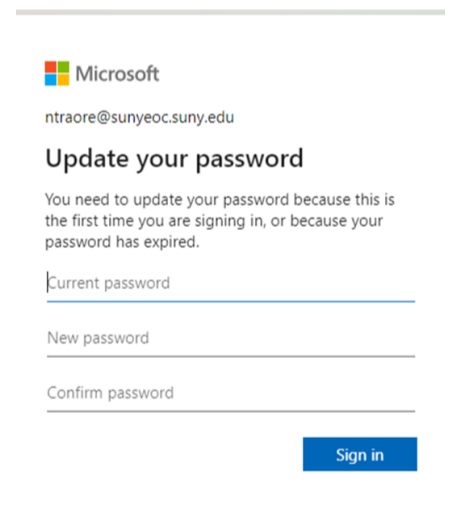
**5 Select Campus:**

- UCAWD
- Click LOG IN



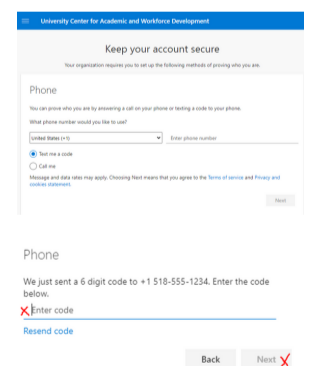
**7 Update Password:**  
Only need to do this the first time you log in:

- Type password schedule
- Create new password
- Re-type new password
- Click Sign-In



**9 Account Security:**

- Click: I want to set up a different method
- Choose a different method - click email
- Enter phone number & text or call a code
- Click Next
- Enter Code & Click Next
- Click Done



### Forgot Your Password:

If you forgot your password, go to the login screen and enter your username and select "Forgot my Password"

Enter the characters in the text box and click Next. Follow the prompts of entering your phone number for a phone call or a text message. After verifying your account with the code you will be able to change your password:

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: \*  
Example: user@contoso.onmicrosoft.com or user@contoso.com  
Please type your email address in the format user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio. \*

Next Cancel

Get back into your account

verification step 1 ✓ > choose a new password

\* Enter new password:  
Password strength  
\* Confirm new password:

Finish Cancel

**Need Assistance:**  
Click Link or Scan QR Code



<http://tinyurl.com/BEOC-Brightspace-Assistance>