MyLIM – Setup & Registration of Password Recovery Information User Guide

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Overview

The purpose of this document is to assist users with **setting up and registering "password recovery" information** within the myLIM portal. This system functions similar to other portals / systems, like Facebook, Gmail, Banks, etc. During setup, users are now able to setup the recovery methods using:

➢ Personal **cell phone** number (for text verification).
➢ Personal **email** (Gmail, Yahoo, etc) ****Do not use your LIM email address****

LIM IT Department recommends setting up both email and cell phone, but only one is required.

Process and steps for email and phone setup:

1. On the 'Welcome to the New myLIM Portal' page (https://mylim.limcollege.edu), click 'Sign in'.
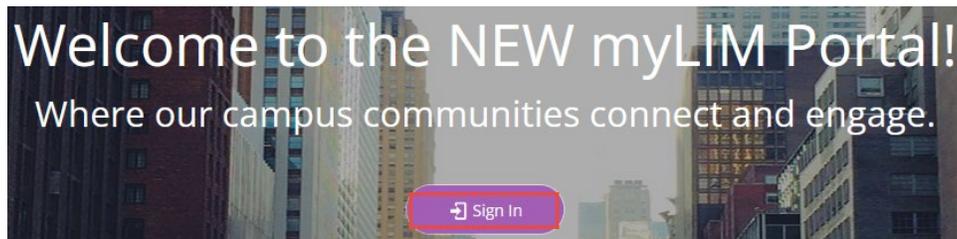
2. Click 'LIM College Login' to continue sign in.
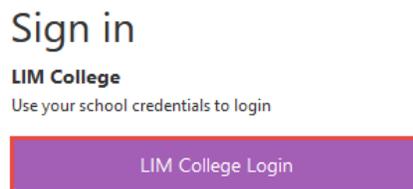
3. You will now be redirected to enter your LIM College email address. Click 'Next'.
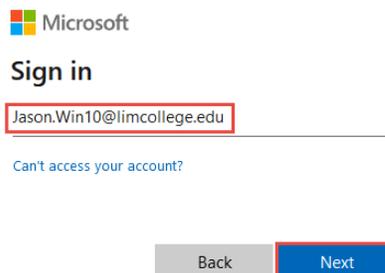
4. Enter your password. Click 'Sign in'.
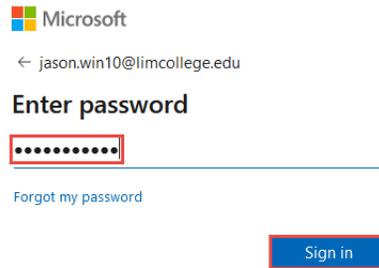
Microsoft

← jason.win10@limcollege.edu

Enter password

••••••••••

Forgot my password

Sign in

5. Click 'Next' at the notice stating that more information is required to secure you account.
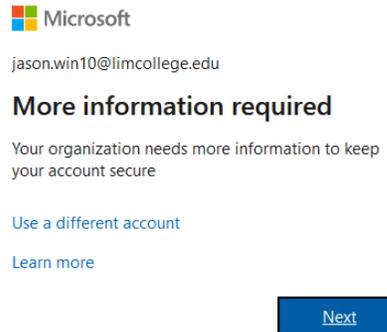
Microsoft

jason.win10@limcollege.edu

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

Next

6. You will be redirected to the Microsoft My Sign ins website to secure your account. Enter your cell phone number and select 'Receive a code' or 'Call me' for verification. Click 'Next'.
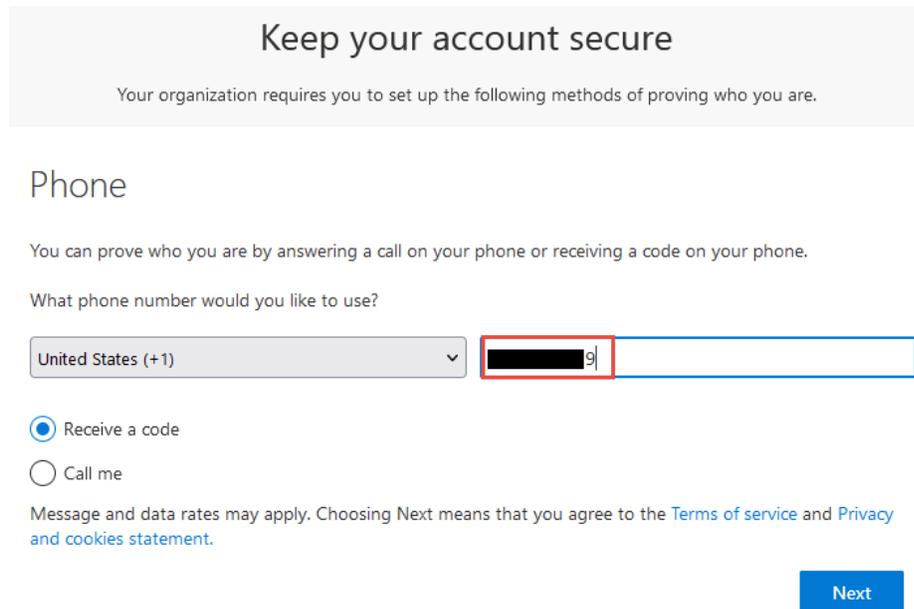
Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1)   [████]9

⦿ Receive a code
◯ Call me

Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.

Next

7. You will receive a text message or call to your mobile device. Enter the code and click 'Next'.
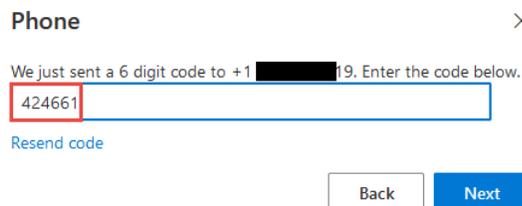
Phone   ✕

We just sent a 6 digit code to +1 [████]9. Enter the code below.

424661

Resend code

Back   Next

8. If you do not have access to a cell phone and would prefer to enter an email, click 'I want to set up a different method' as seen below.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1)	Enter phone number

◉ Receive a code

◯ Call me

Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.

Next

I want to set up a different method   Skip setup

9. Select 'Email' from the drop-down menu. Click 'Confirm'.

Choose a different method ×

Which method would you like to use?

Email

Cancel   Confirm

10. Enter **your personal email address** (Gmail, Yahoo, etc). Note – Do not use your LIM email address. Click 'Next'

Email

What email would you like to use?

████████1@gmail.com

Next

11. Log into your personal email account to retrieve the verification code.

LIM College account email verification code Inbox ×

msonlineserviceteam@microsoft.com
to me ▾

Verify your email address

Thanks for verifying your Jason.Win10@limcollege.edu account!

Your code is: 710516

Sincerely,
LIM College

12. Enter the code and click 'Next'.

Email

We just sent a code to ██████████1@gmail.com

710516

Resend code

Next

13. Registration is now complete. Click 'Done' to proceed with sign in.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Email
rhernandez10031@gmail.com

Done