O365 Email, Self-Service and Moodle
Account Access and Setup

Complete this step first!

Create your password for O365 Email and Self-Service

The Microsoft Password Reset Portal allows students to reset their password in a more secure setting where there will be no threat to their personal data. Additionally, all users are required to use Multi Factor Authentication (MFA), which is a secondary form of account security.

Upon acceptance to the college, your accounts will be created. Please allow 24 hours for account creation.

1. Navigate to https://reset.pamlicocc.edu/passwordreset in your web browser.
2. Choose Reset Password
3. Your username for password reset is firstinitial+lastname+last5ofstudentid. Example: Jane Doe, whose student ID is 7654321, will have the username jdoe54321.
4. Choose Next.
5. Provide your first name.
6. Provide your last name.
7. Provide your 7-digit student ID number. Example: The student ID for Jane Doe is 7654321.
8. Choose Next.
9. Enter your new password. Confirm the password by entering it a second time.
10. Click Finish.
11. Navigate to https://www.office.com/ and choose Sign in at the top right of the page.
12. Enter your full email address. Example: Jane Doe will use jdoe54321@stu.pamlicocc.edu.
13. Enter the password that was generated in the steps above.
14. Make sure to enable the MFA Options. You will not be able to access Microsoft Office or Outlook unless you have set up MFA . For more help with MFA, go to the PCC Distance Learning webpage. The information will be listed under PCC Student Email.

Student Self Service

1. Navigate to [Self-Service](#) in your web browser.
2. If you are currently logged in to O365 email, use firstinitial+lastname+last5ofstudentid to log in. If you are not currently logged in to O365 email, use your full email address and the password you use to log in to O365 email.

You can find more information on Self-Service on the [PCC Distance Learning webpage](#) under Self-Service.

Moodle

1. Navigate to [moodle.pamlicocc.edu](#).
2. Click on the Login button at the top right side of the page.
3. Enter your username (firstinitial+lastname+last5ofstudentid).
4. The temporary password is your 6-digit birth date. Example: If your birth date is October 1, 2002, your temporary password will be 100102. You will be required to reset your password upon the first login.

Make sure you keep these handy! You should have received this information in your acceptance email. If you did not receive this information, please send an email to [studentservices@pamlicocc.edu](#) with your request.