The SecureAuth Password and Account Management infrastructure serves as Cleveland Community College’s identity management system. This infrastructure provides account username lookups, notification of upcoming account password expirations, account password changes, and Single-Sign-On (SSO) functionality to integrated CCC systems.

New SecureAuth User Registration

New SecureAuth users are required to complete New SecureAuth User Registration. This registration grants the user access to Cleveland Community College’s integrated systems using a single username and password. To begin, type www.clevelandcc.edu in your web browser’s address bar.

1. Click the Faculty/Staff icon located on the Cleveland Community College website.

2. Click the SecureAuth Password and Account Management link located on the Faculty/Staff page.

• SecureAuth® Password and Account Management
3. Click the Register Account button located on the SecureAuth Password and Account Management page.
4. Enter your information in the Last Name field.

5. Enter your information in the Date of Birth fields.

6. Enter your information in the Last 4 Digits of SSN field.

7. Click the Submit button to proceed to the next page.
8. Optional: Enter your information in the Personal Phone field.

9. Optional: Enter your information in the Personal Email field.

10. **Required**: Click the drop-down button to select a Knowledge Based Question.

11. **Required**: Enter your answer to the selected Knowledge Based Question from Step 10.

12. **Required**: Click the drop-down button to select a Knowledge Based Question.

13. **Required**: Enter your answer to the selected Knowledge Based Question from Step 12.

14. **Required**: Click the drop-down button to select a Knowledge Based Question.

15. **Required**: Enter your answer to the selected Knowledge Based Question from Step 14.
16. Click the Update button to proceed to the next page.
17. Enter a new password in the New Password field.

18. Enter a new password in the Confirm Password field.

**SecureAuth passwords are valid for 90 days.**

Your new password must meet all 4 complexity requirements listed below:

1. Password must not contain any part of your username.

2. Password must differ from previous 6 passwords

3. Password must be greater than 8 characters.

4. Password must contain 3 of the following:
   - 1 digit (0-9).
   - 1 symbol (!, @, #, $, %, &, *).
   - 1 uppercase English letter (A-Z).
You will be required to use your new password when logging in to the following systems:

Microsoft Windows (office computer or laptop), Microsoft Outlook (employee email), Blackboard Learn, MyCleveland, CCC-Wireless, IssueTrak, Calendar of Events, Sophos Anti-Spam Email Appliance, DataCove Email Archive, SecureAuth Password and Account Management.

Please make sure to update your password on all mobile devices.

Login To An Integrated CCC System Using SecureAuth

1. Enter your SecureAuth Username in the Username field.

2. Enter your SecureAuth Password in the Password field.

3. Click the Submit button to log in.
Forgot SecureAuth Username?

Click the Forgot Username? link located on any SecureAuth login page.

1. Enter your CCC email address in the Email field.

2. Click the Submit button to proceed to the next page.


4. Click the Submit button to proceed to the next page.
How To Access And Use SecureAuth Password And Account Management

You will receive a 4-Digit Authorization Code at the selected delivery method.

If the Contact CCC Helpdesk option is selected, you will need to contact the CCC Helpdesk (704) 669-4133 to receive your Authorization Code.

Your 4 Digit Authorization Code is:

6. Click the Submit button to proceed to the next page.

7. To return to the delivery method selection page, click the Please click here to use an alternate authorization method link.
Your SecureAuth Username will be shown after entering your 4-Digit Authorization Code.

8. Click the link to return to the CCC integrated system login page.

Forgot SecureAuth Password?

Click the Forgot Password? link located on any SecureAuth login page.

1. Enter your SecureAuth Username in the Username field.

2. Click the Submit button to proceed to the next page.

4. Click the Submit button to proceed to the next page.

Please choose the delivery method for your Authorization Code.

- CCC Email: xxxxx@clevelandcc.edu
- Contact CCC Helpdesk: 704-669-4133

Submit

You will receive a 4-Digit Authorization Code at the selected delivery method.

If the Contact CCC Helpdesk option is selected, you will need to contact the CCC Helpdesk (704) 669-4133 to receive your Authorization Code.

Your 4 Digit Authorization Code is:

6. Click the Submit button to proceed to the next page.

7. To return to the delivery method selection page, click the Please click here to use an alternate authorization method link.
8. Enter a new password in the New Password field.

9. Enter a new password in the Confirm Password field.

**SecureAuth passwords are valid for 90 days.**

Your new password must meet all 4 complexity requirements listed below:

1. Password must not contain any part of your username.

2. Password must differ from previous 6 passwords

3. Password must be greater than 8 characters.

4. Password must contain 3 of the following:
   - 1 digit (0-9).
   - 1 symbol (!, @, #, $, %, &, *).
   - 1 uppercase English letter (A-Z).
You will be required to use your new password when logging in to the following systems:

Microsoft Windows (office computer or laptop), Microsoft Outlook (employee email), Blackboard Learn, MyCleveland, CCC-Wireless, IssueTrak, Calendar of Events, Sophos Anti-Spam Email Appliance, DataCove Email Archive, SecureAuth Password and Account Management.

Please make sure to update your password on all mobile devices.

SecureAuth Password Expiration Email Notification

All SecureAuth users receive an email notification to their CCC email address beginning 7 days before their password expires. These notification emails deliver daily until the password is changed or has expired. For an example of the contents of this email notification, please see below:

Your Cleveland Community College account password expires in 3 day(s), on 3/28/2015. **If you do not change your password before it expires on 3/28/2015, you will be unable to access your Cleveland Community College accounts.**

To change your password, please click the following link: https://secureauth.clevelandcc.edu/secureauth2/