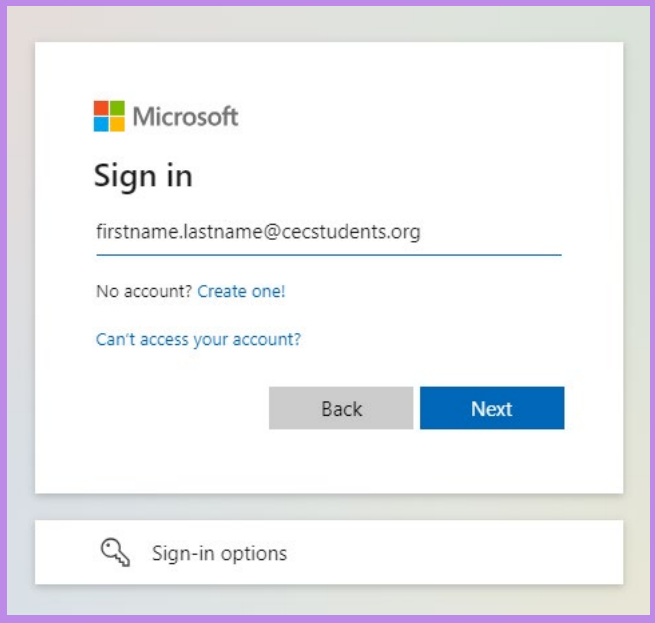
CEC Student Account

First-Time Sign-In Instructions

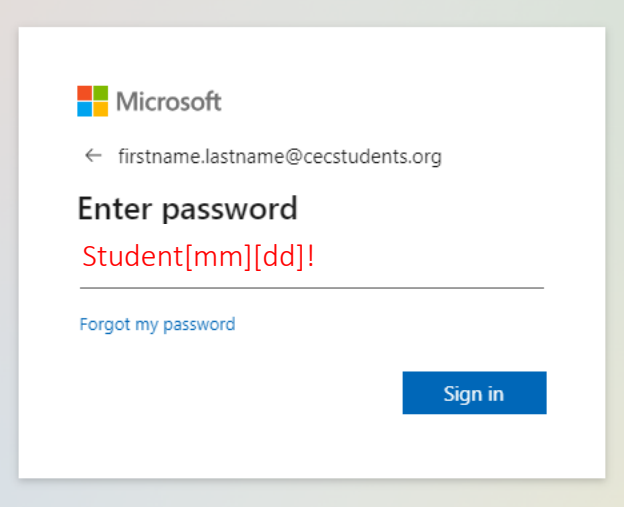
1. On any available device, go to www.office.com
   - Select 'Sign in'



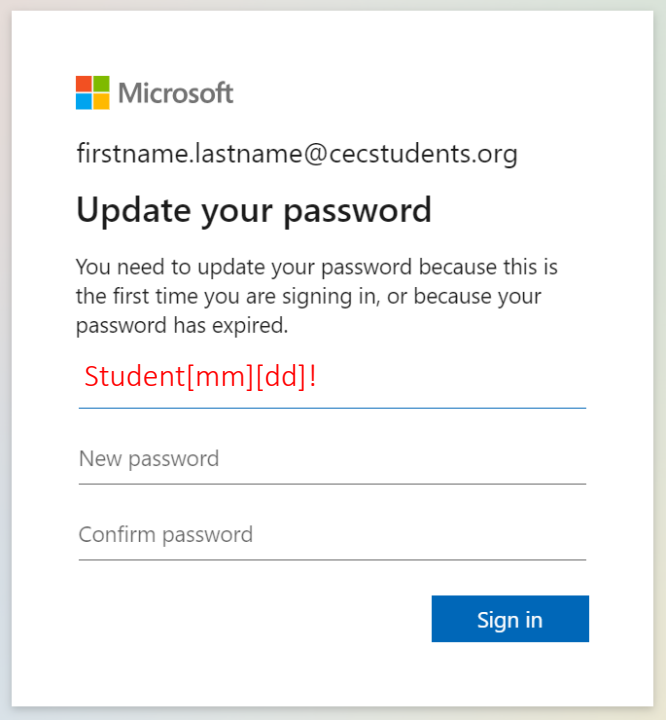
2. Use your '**firstname.lastname@cecstudents.org**' as your username



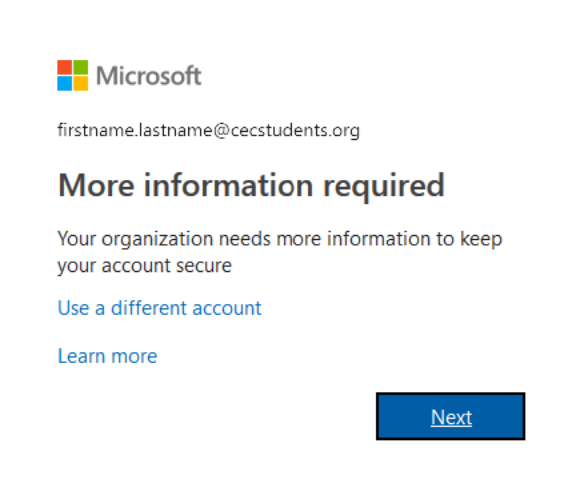
3. Use the temporary password '**Student[mm][dd]!**'
    - [mm] = your two-digit birth month
    - [dd] = two-digit day of the month you were born



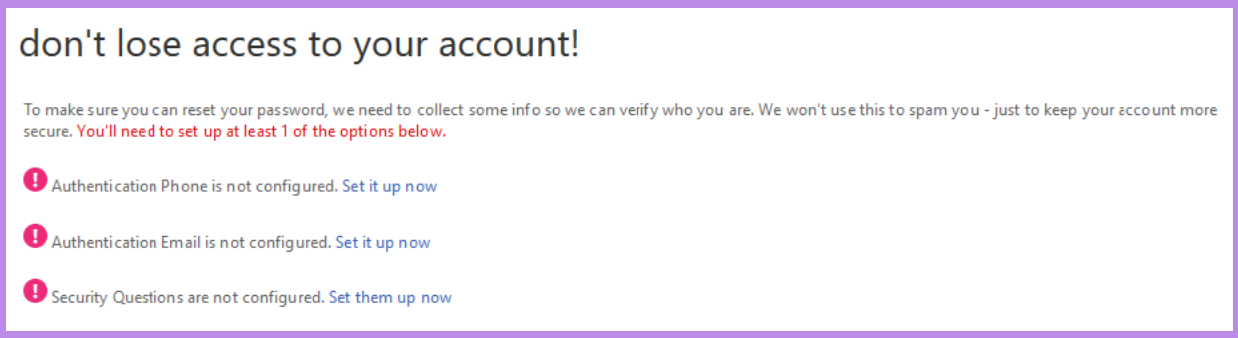
4. Set the password that you would like to use for your account
    - In the top field where it prompts you for the Old or Current Password, enter the temporary password '**Student[mm][dd]!**'.
    - In the following two fields, enter a strong password of your choosing.
    - Password requirements:
        - Cannot contain your first or last name
        - Be a minimum of 8 characters
        - Contain at least 1 number and 1 capital letter



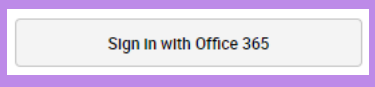
5. Set a password recovery method in case you forget your password. Click ‘Next’.



6. Pick at least one recovery method to secure your account. You may set up all three recovery methods for maximum security.
    - Click on ‘Set it up now’ next to your preferred authentication method
    - Follow the on-screen prompts and enter the necessary information
    - Note: If you choose Email as your preferred authentication method, be sure to enter your personal email address



7. Once you have finished setting up your password recovery method(s), click the ‘Finish’ button. You are now ready to use your CEC student account!
    - Head over to www.office.com to access your Outlook email, create a new file with Word, Excel, or PowerPoint, manage your OneDrive files, or sign into Teams.
    - You can also now log into Infinite Campus Student by simply clicking on the ‘Sign in with Office 365’ button.



Email support@coloradoearlycolleges.org if you experience any issues during the setup process.