Getting started with Pirate Portal.

This document will demonstrate how to retrieve your VC username and password, setup a second layer of security known as multifactor authentication (MFA) that is required for your Pirate Portal account and how to log in to your Pirate Portal.

Retrieve your VC username and password.

1. Go to https://victoriacollege.edu.
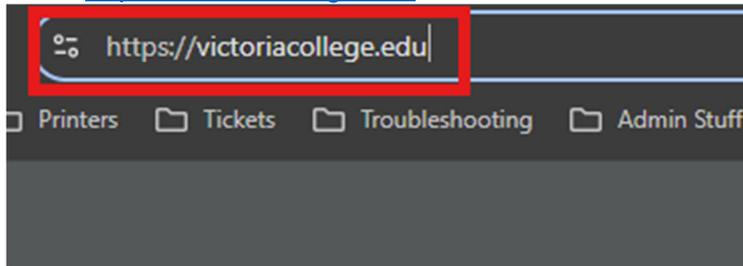
2. Click on **Pirate Portal.**
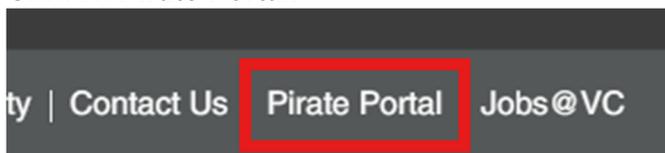
3. Click on **Retrieve your username and password.**
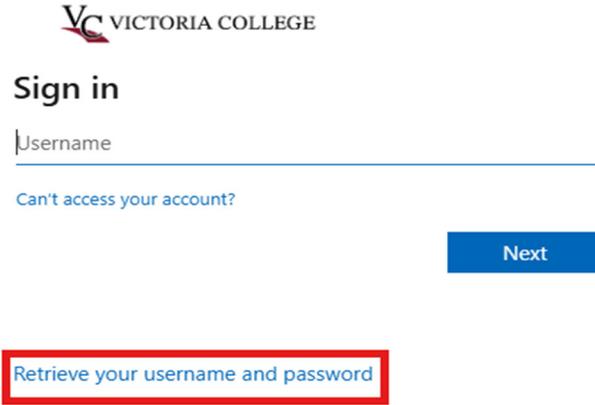
VICTORIA COLLEGE

Sign in

Username

Can't access your account?

Next

Retrieve your username and password

4. Click **Start** under the **New User** tab.

New User

Get your username and password here if you are new student or employee.

START
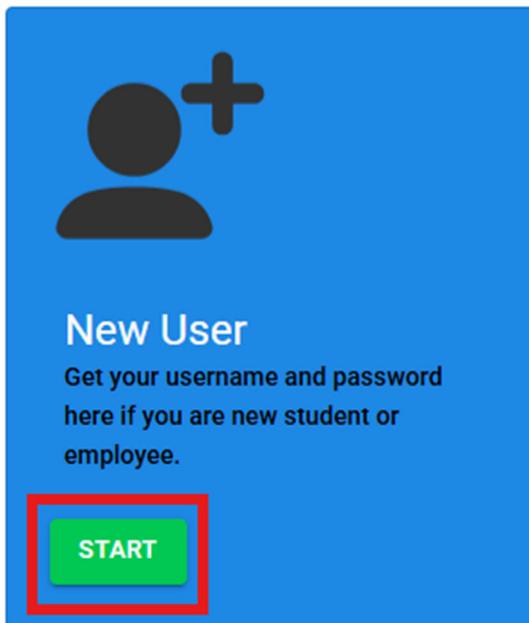
5. On the **Agree to Rules** section, verify that the radio button is selected for **I accept the regulations defined by Victoria College**.

Enter your **Student ID** or **SSN** into the **Student ID or SSN** field.

Enter your **Birthdate** in the **Birthdate** field.

Then click **Agree**.

Note: Do NOT type any dashes if you are using your social security number(SSN).

Regulations governing student use of Victoria College computing resources.

ⓘ Agree to Rules

You must agree to the rules to continue

◉ I accept the regulations defined by Victoria College.   ○ I DO N(

Student ID or SSN

Birthdate (MM/DD/YYYY)

AGREE

6. Under the **Alerts and Notifications** section, select which VC locations you want to receive alerts from. Then click **Save**.

🔔 Alerts and Notifications

Click view the VC Web Privacy Policy

Victoria College Emergency Alerts

At Victoria College, the safety of our students and employees is a top priority. Victoria College's Emergency Alert System is used emergencies and campus closures. In order to receive emergency alerts, it is important to keep your contact information and aler

Click here to learn more about VC's Emergency Alert System.

☐ I do NOT want to receive emergency alerts from Victoria College.

VC students and employees automatically receive emergency alerts for all locations. If you do not want to receive alerts for a sp alert preferences should be renewed annually as they are automatically reset August 1 each year in accordance with Texas Hous

Locations:

☑ VC-Gonzales Center

☑ Hallettsville VN Program Site

☑ Main Campus

☑ Emerging Technology Complex

SAVE

7. On the **Contact Information** section, ensure that your phone number and email are correct. Click **Next**.

   Note: If you need to update your contact information, proceed to the next step.

Please check your contact information. This information is used by the college to com
about college business. To modify these values please use this link AFTER you get yo
username/password. This link will also be shown after you retrieve your credentials.

Current Telephone Information
Standard text and messaging fees apply. To unsubscribe to these text messages, reply STOP.

Contact Method	Phone Number
Phone Call	███████
Text Message	███████

Current Email Information
If you have multiple **Personal E-mail** addresses the one with the **Preferred = Y** will receive the alert.

Email type	Email address	Preferred
Campus E-Mail	██████████████	N
Emergency E-Mail	███████████	N
Personal E-Mail	██████████	Y

`NEXT`

8. On the credential information section: You will see your **Username**, **Temporary Password**, and **Student Email**. Take note of the information, as you will need it to log in to Pirate Portal. The password is case sensitive.

👤 **Credential Information**

Below is your username and password to login

Username: ██████
Password: ████████
Email: ████████████
UPDATE YOUR CONTACT INFO

ⓘ ***To protect your information close the browser when finished.**

Note: If you need to update your contact information, click the link below email, Update Your Contact Info.

9. You've now obtained your login info.

Log in to Pirate Portal

1. You can now log into the Pirate Portal using your student email and password. In the upper right corner, click the link that says **Pirate Portal.**
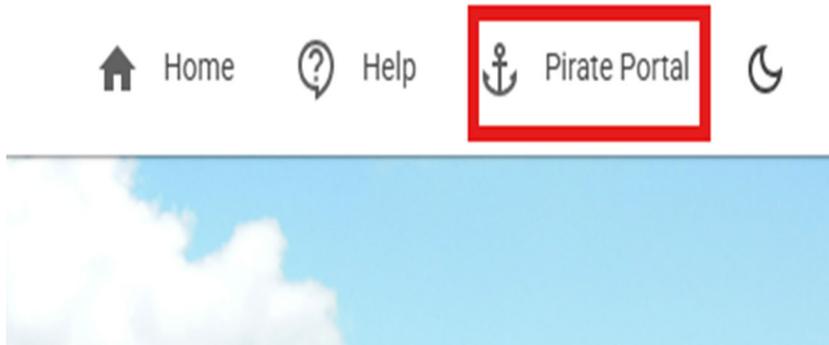
2. Sign in with your student email. It will be your username@student.victoriacollege.edu. Then click **Next**.

VICTORIA COLLEGE

3. Enter your temporary password, then click **Sign in**.

4. You will be prompted to setup MFA to comply with security policy.
   Press **Next** when you get the **More information required** screen.

Setup Microsoft Authenticator (Phone)

This portion of this document is to walk you through the process of setting up the **Microsoft Authenticator** app that is setup on your phone. If you've already set up the authenticator app, please skip to next section titled **Reset Password/Log into Pirate Portal**.

1. Install the Microsoft Authenticator from the iOS App or Google Play Store to complete the setup. Download the **Microsoft Authenticator** app, then click **Next**.
   *Note: When you go to download the app, make sure you download the one that has the **Blue padlock** and **Blue person** icon as indicated on this screen.*
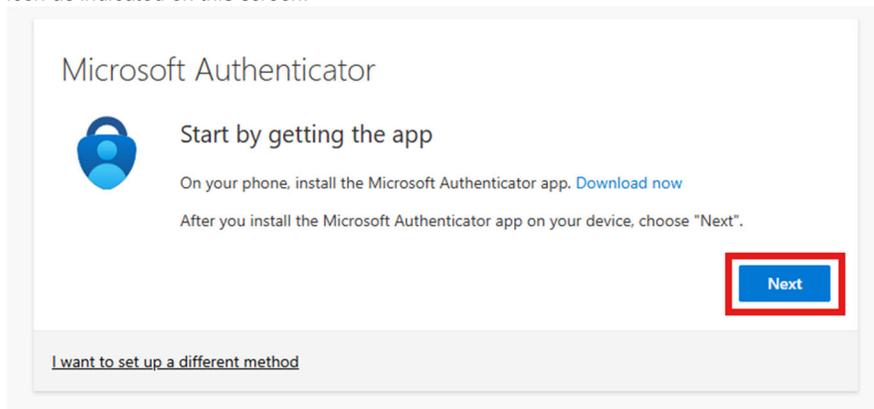
2. Once the app is downloaded, open it and allow notifications if prompted, then press **Work or School** as the account you wish to add, then proceed to the next section by clicking **Next**.
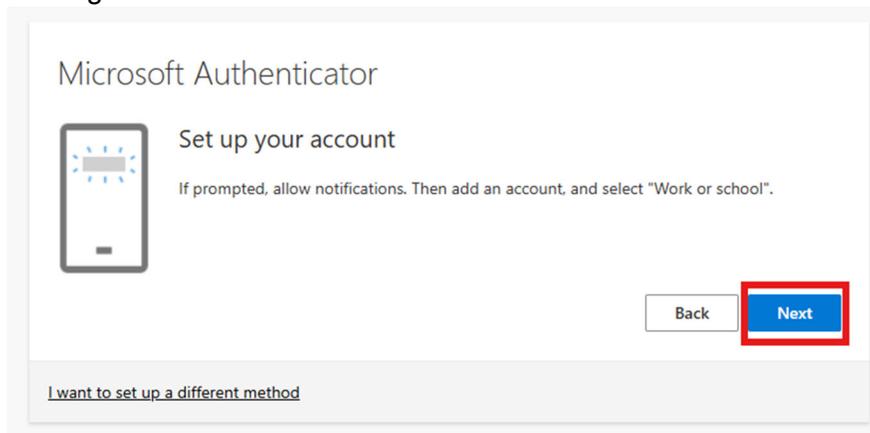
3. On your phone, please select to **Scan QR Code** using the Microsoft Authenticator app on your phone, then scan the QR code that is on the screen. (If you do not see the scan QR code option, tap on Verified ID's, then tap on Scan QR code, to scan the QR code).

   If you are on a mobile device, please click the link that says **Pair your account to the app by clicking this link**. It will then open the authenticator app and activate your account. When you see your account listed, go back to your browser. Click **Next**.
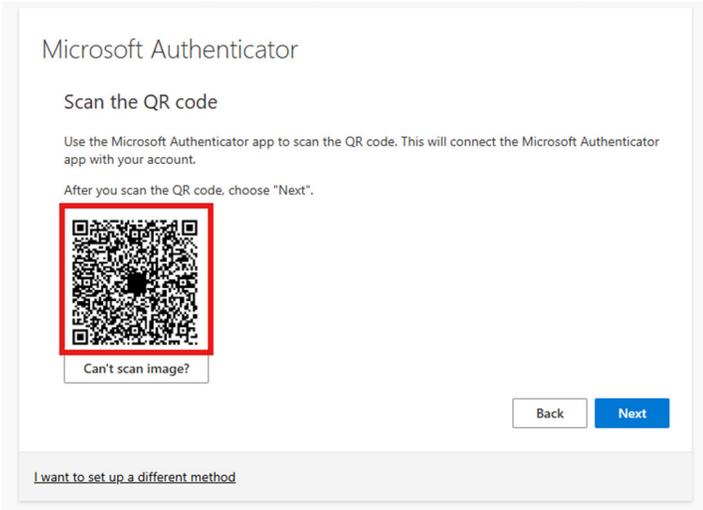
4. Enter the 2-digit code that is displayed on your screen into the app. If, your phone has a password, then enter your phones password, or pin number, or face ID, to finalize this process. Once you do, you should automatically get to the next page.
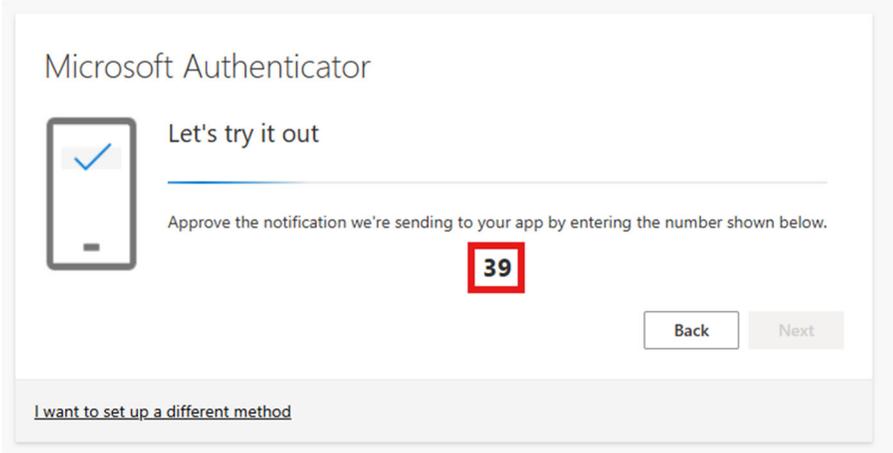
5. Click **Next** on the **Notification approved** screen.

Microsoft Authenticator

✓ Notification approved

I want to set up a different method

Next
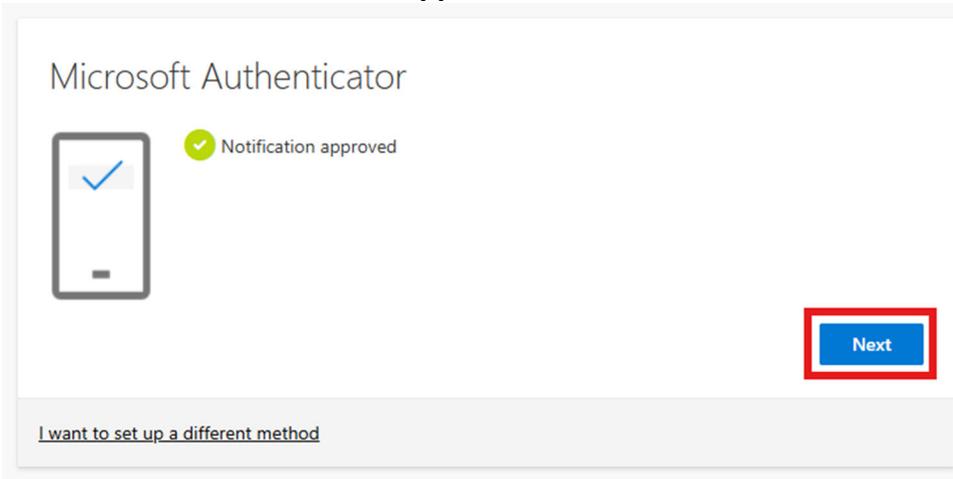
6. Once you get the **Success!** page, click **Done.**

Success!

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

Default sign-in method:

Microsoft Authenticator

Done
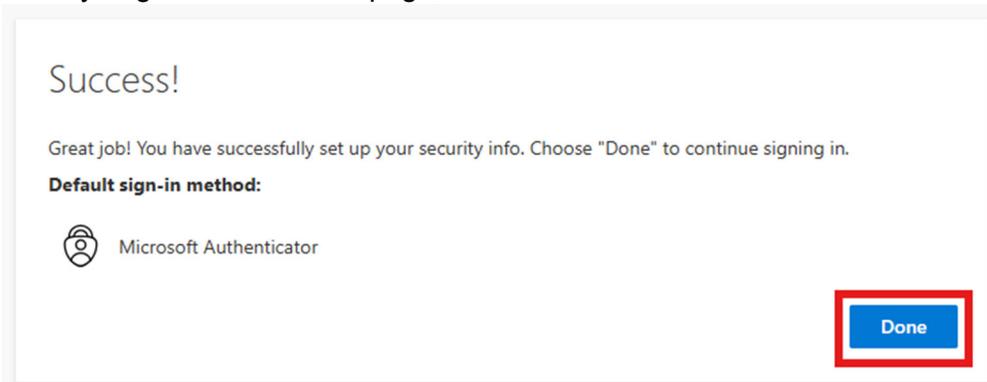
Reset Password/Log into Pirate Portal

1. Now re-enter the temporary password that you were given, create a new password. Then click **Sign In**.
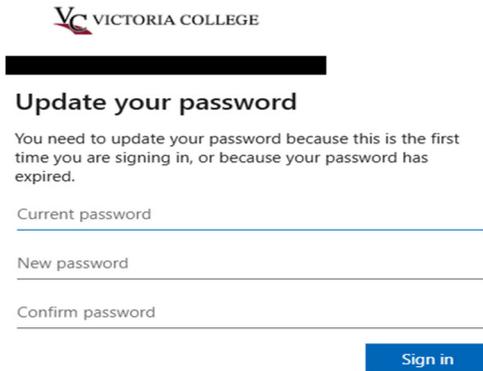
2. Your browser will automatically display the following window, asking if you would like to stay signed in. Click "yes" if you would like to be automatically signed in when you use the current browser or "no" if you would like to be prompted to sign in every time.
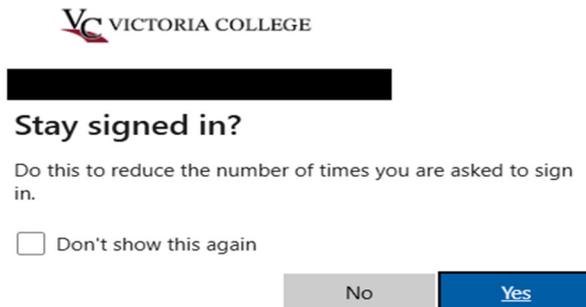
3. You are now on the home page for the Pirate Portal. Click the **Student Home Page** to access all your student resources and tools.