Instructions to set up your D2L password

You will use your Net ID and the password you set up to log into D2L Brightspace, install Office 365, to log onto computers in the computer rooms on campus, to log into library resources, student email, and almost everything except Banner. To log into Banner Web/My Info, you will log in with your MSU ID and your Banner PIN, but you can set up your Banner PIN to match your D2L password so you only have one password to remember. Keep in mind that this password needs to be reset every 180 days.


Step One - Find your Net ID and change your Banner PIN

---

1. Log into Banner Web My Info. Go to http://www.gfcmsu.edu and click on Banner Web/ My Info, and then click on Enter Secure Area.
   a. Enter your MSU ID (example: -01234567)
   b. Enter your Banner PIN (password)

Note: We highly recommend that you do not auto-save your Banner PIN and that you create a PIN that meets the following criteria so that when you create your D2L password, you will only have one password to remember. If your PIN does not meet this criteria, you can reset it by going to the **Personal Information** tab in Banner Web and clicking on **Change PIN**.

- 8-20 characters
- At least one number
- At least one letter (upper or lower case)
- At least one special character (!, @, #, $, %, etc.), and
- Does not contain your name

2. Verify the E-mail address listed in Banner by clicking on the **Update Email Address(es)** link.
3. Find your Net ID and MSU ID by clicking on **View IDs** and make note of them.

Step Two – Create a profile under New User Setup

---

4. Go to http://password.gfcmsu.edu and click on **Go to Setup Tool** to set up your profile under **New User Setup**.
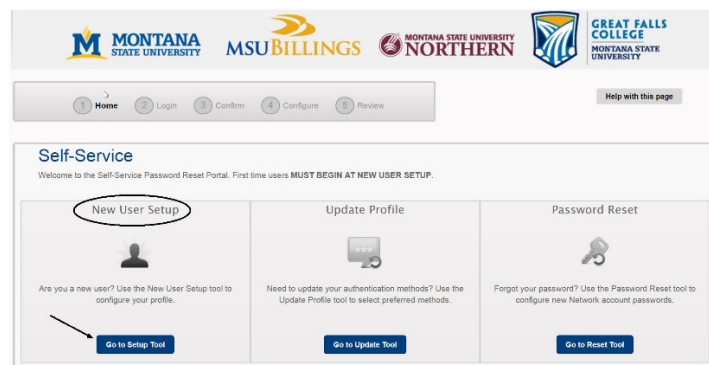
5. Enter your Net ID and click **Continue**.

6. Authenticate with challenge questions. Enter your MSU ID and your Date of Birth in the format MMDDYYYY and click **Continue**.

7. Select five challenge questions, answering each question twice. Answers are not case sensitive.

8. If you would like to authenticate using email, enter your primary email address as well as an alternate email address and click **Continue**.
9. If you would like to authenticate using text messaging, enter your cell phone number and select your cell carrier.
10. You should receive the following message in green:

Congratulations! You have successfully completed New User Setup.

Step Three – Reset your D2L Brightspace password

11. To reset your password, click on "**Go to Reset Tool**" under **"Password Reset."** Create a new password using the **Password Reset** using the **Password Rules** shown below.

Password Reset

Forgot your password? Use the Password Reset tool to configure new Network account passwords.

Go to Reset Tool
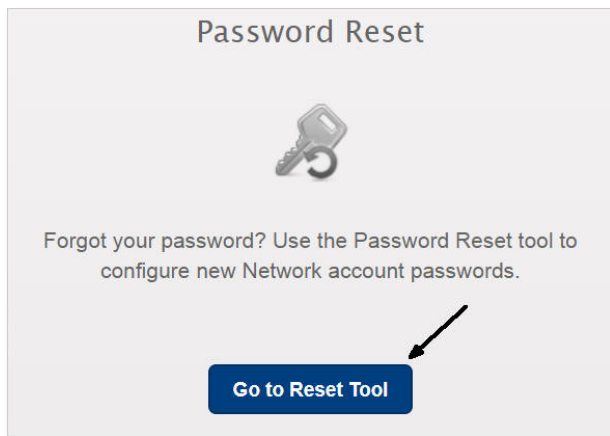
Create a New Password

Enter in a new password following the rules below, and click 'Reset'.

* Required
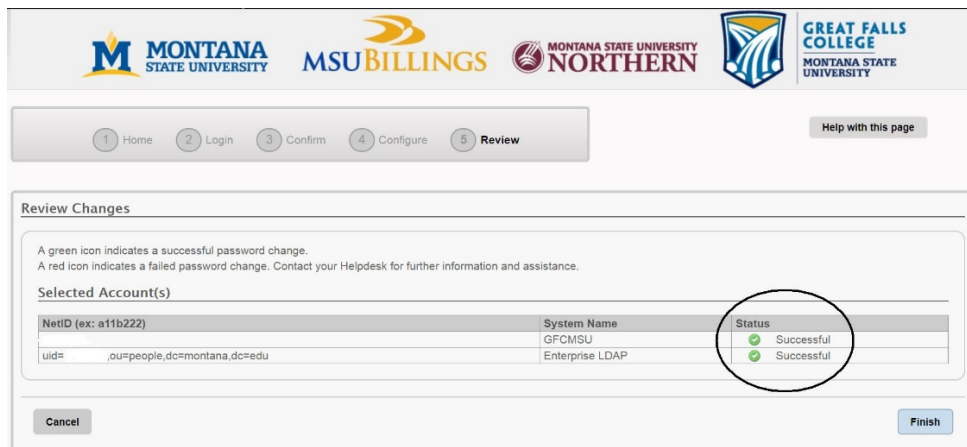
Password Rules:

❌ Passwords must match.
❌ At least 8 characters in length.
✅ No more than 20 characters in length.
❌ At least 1 number(s).
❌ At least 1 symbol(s).
❌ At least 1 letter(s).
⚠️ Cannot be one of your last 10 recently used passwords.
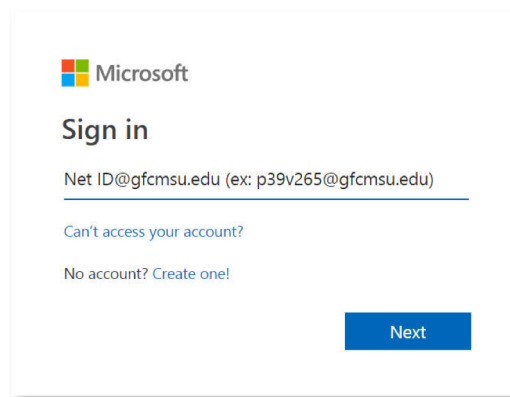
*Password:

*Confirm Password:

12. You should get a **Success** message as shown below. Click "**Finish**" and log into D2L Brightspace at http://elearning.gfcmsu.edu using your Net ID and the password you just set up.

| 1 Home | 2 Login | 3 Confirm | 4 Configure | 5 Review |

Help with this page

Review Changes

A green icon indicates a successful password change.
A red icon indicates a failed password change. Contact your Helpdesk for further information and assistance.

Selected Account(s)

| NetID (ex: a11b222)	System Name	Status	
	GFCMSU	✅	Successful
uid= ,ou=people,dc=montana,dc=edu	Enterprise LDAP	✅	Successful

Cancel

Finish

As a student you can install Office 365 Pro Plus on up to 5 devices, which includes desktop, tablet, or smartphone. Before you click the "Install Office Apps" button, please remove/uninstall any previous versions (including trail versions) of Microsoft Office. This will insure a clean install of this version. You can login to the site below to manage your account – to install on devices or deactivate an install to use on another device.

1. From your browser go to http://login.microsoftonline.com
2. For username use your NetID@gfcmsu.edu (This is not your actual email address, but rather an identifier which you will use to log into your student email and your Microsoft account.)

3. Enter the password you created previously in Step Three.
4. You should see the following screen. Install Office 365 by clicking on the **Install Office Apps** link.
5. If you click on the individual apps below, you can use these applications online and save files online through OneDrive. These files will not be saved on your computer.
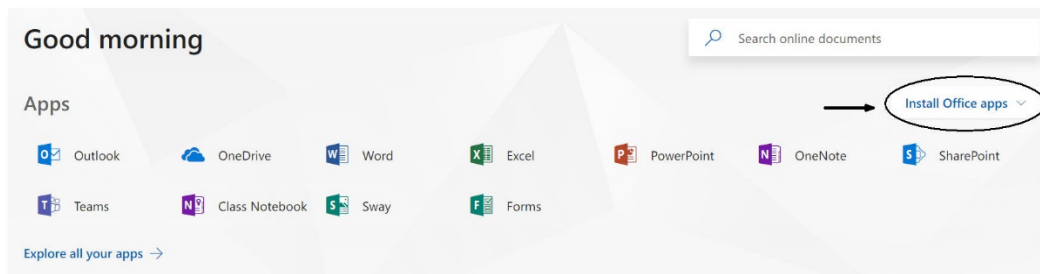
Note: All students have an official student email account. To log into this account, go to www.gfcmsu.edu, click on Students, and then on the email icon. Your username and password are the same as Step Four; however, your actual student email address is **firstname.lastname@gfcmsu.edu**. Login to verify your email address because in some cases your email address may include a number.