Creating a New BJC Network Password is a 2 Part Process

New employees are given a temporary password to access the BJC network. When you access your BJC M365 account using this password, you will be automatically prompted to register for Microsoft Authenticator first. After that you will be prompted to change your network password.

What is Microsoft Authenticator?

Authenticator is BJC’s two step authentication method you will need to use when accessing your network ID and Microsoft 365 account off network.

Steps to Change your Temporary Password

Follow these steps to sign in to your M365 account, register for Authenticator and then change your password. The process will end by displaying your M365 account online which you can close when finished. Use this new password to access the network and M365 online.

2. Enter your user ID this way: USERID@bjc.org.
3. Enter your temporary password and click Sign in.
4. You will be prompted next to register for Microsoft Authenticator. Click Next.
5. Download the Microsoft Authenticator App on your smartphone and click Next.
   If you do not want to install the app on your phone, click on “I want to set up a different method.”
6. Move to the Step 6 on the next page.
Enter a phone number as your second registration method. This can be your mobile number or an office phone number. Then choose to receive a **Text** or a **Call** to verify your identity. Click **Next**.

**Success! Click Done.**

After your successful registration, you will be prompted with the **Update Password** screen. Enter your temporary password and then a new password and click **Sign in**.

If you chose Text, enter the **text code** received on your phone.

After it states your phone was registered successfully, click **Next**.

If you want to stay signed into your M365 account, click **Yes**.

**You’re Done!** The screen will display your BJC Microsoft 365 online account Home screen. You can close the M365 screen because you have finished the process.