

*Eastern Panhandle
Instructional Cooperative*

EPIC

Serving the educational needs
of the entire community

Setting up Email

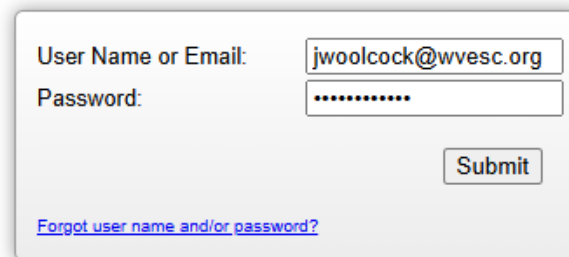
Follow instructions to change
password and install email
on your phone.

Log into Webtop and Change password

- Go to <https://sso.k12.wv.us/0/user/login>
- Enter the EPIC Email credentials sent to you
 - Ex. Fname.Lname@wvesc.org
 - Password was sent via text, to your personal cell phone

SSO Login

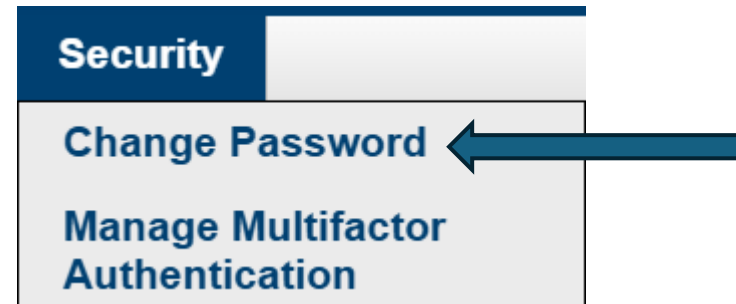
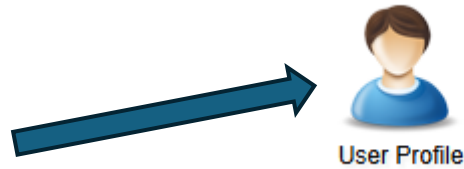
Log in below with your SSO username or email address.



The screenshot shows a login form with two input fields and a submit button. The first field is labeled 'User Name or Email:' and contains the text 'jwoolcock@wvesc.org'. The second field is labeled 'Password:' and contains a series of dots representing a masked password. Below the fields is a 'Submit' button. At the bottom left of the form, there is a blue hyperlink that reads 'Forgot user name and/or password?'.

Log into Webtop and Change Password

- Go to User Profile, Security, and Change Password



Change My Password

Please enter your old password, new password, and then confirm your new password. Your password:

- MUST be at least 12 characters long
- MUST have at least one number
- MUST have at least one uppercase letter
- MUST have at least one lowercase letter
- SHOULD have at least one of the following special characters: ! @ # \$ % ? - _ ^ *

If possible, consider using a password vault like [KeePass](#), [1Password](#) or [Bitwarden](#) to generate and store unique and secure passwords for all of your online services.

Old Password:

New Password:

Confirm New Password:

You may need to wait up to 10 minutes for the new password to update!

Download Outlook App on your Phone

- If you don't already have the Outlook app on your phone, download it from the Apple Store, or Google Play Store.
- Open Outlook, Add Account
- Enter Microsoft 365 credentials
- When prompted for More Information, tap Next
- Tap “I want to set up a different method” and choose SMS
- Follow prompts to enter phone number, receive text, and enter code



Notes

- You will be prompted occasionally to use the multi-factor authentication.
- If you forget your password, go to <https://epicresa8.org>, For Staff, M365 Password Reset Request.