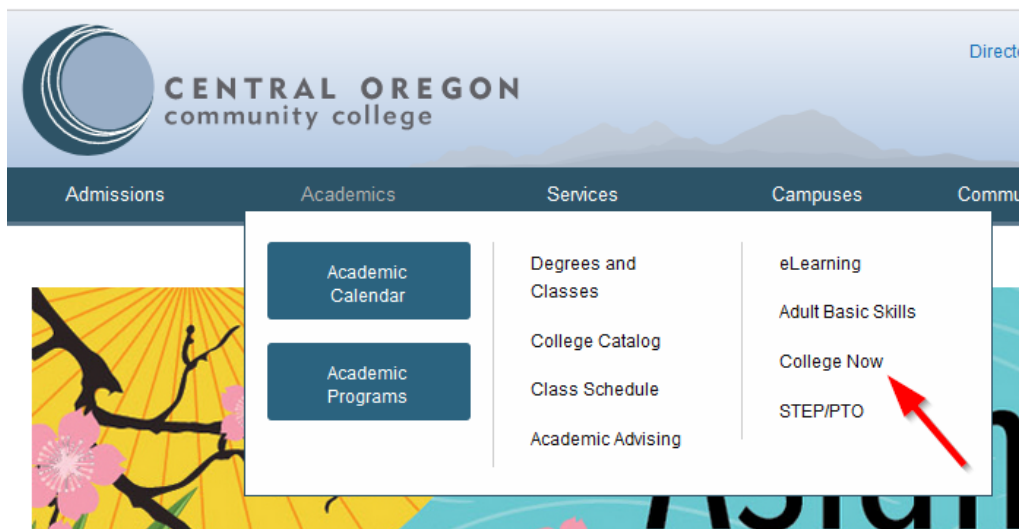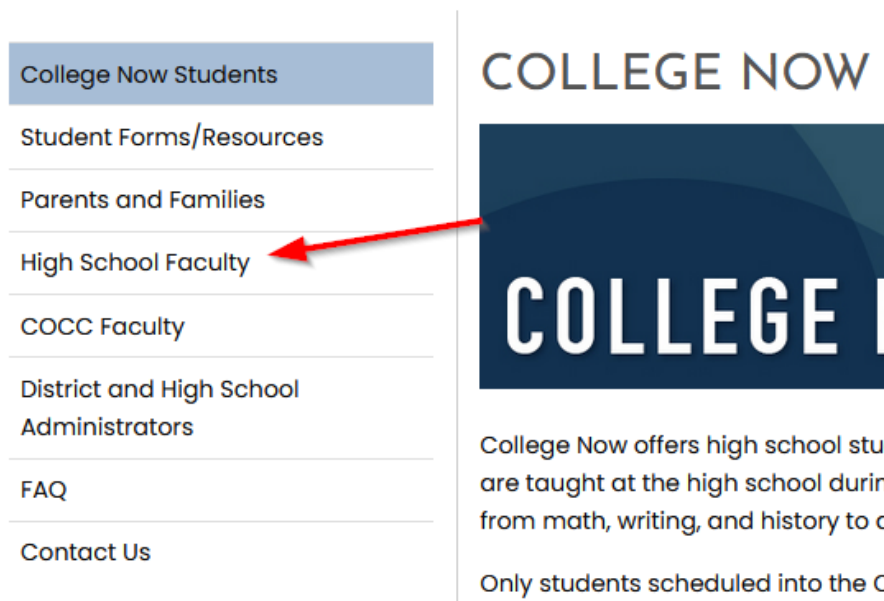# College NOW

High School Faculty Instructions
Activating Your COCC Bobcat Web Account

Below are instructions on how to activate your COCC Bobcat Web Account as a College Now high school faculty. You need to activate your Bobcat Web Account to review and check your class rosters as well as enter final grades.

1. Visit cocc.edu and click on College Now under the "Academics" tab.

2. Select "High School Faculty".

3. Select "COCC Password Manager".

HIGH SCHOOL FACULTY

Welcome! Below you will find important information for teaching College Now courses through COCC as well as accessing your Bobcat Web account to view rosters and enter grades.

4. Enter your username. If you do not know your username select "Lookup Username."

COCC Password Manager

Activate Account
For first time users

Lookup Username
Example User Name: bcat@cocc.edu

Reset Password
Reset your forgotten password

5. Enter your last name, birthday and the personal email address on file with COCC to look up your username.

COCC User Name/email address lookup

Your COCC email address will be sent to your personal email address.

Last name:	
Birthdate:	(08/16/2023)
Personal email address:	

e a personal email address on file? Call Account Technical Support at 541-383-7716.

Submit

6. Check your personal email where you will have an email from COCC with your username.

7. Select "Activate Account"

COCC Password Manager

Activate Account
For first time users

Lookup Username
Example User Name: bcat@cocc.edu

Reset Password
Reset your forgotten password

8. Enter your username and the captcha and click continue.

Forgot your password?
To reset your password, start by entering your domain username.

* Enter Username   [   ]   (Example : bcat@cocc.edu)

Type the characters you see in the picture below.

297687

[Letters are not case-sensitive   ○ | ◄)]

Cancel   Continue

9. Select "Send Verification Code to my" and then select the personal email address and click continue.

Get a verification code via email

Select your email address
[em******@co**.edu   ▼]

Cancel   Continue

10. Check your personal email again where you will have an email with the verification code.
11. Enter the verification code.

Verification code has been sent to em******@co**.edu

Once you have received the code, Please enter it in the textbox below

| | Resend Code

Cancel   Continue

12. Enter a new password and click "Reset Password"

Reset Password

*New Password

*Confirm New Password

— Minimum length should be at least 8
— Number of numerals to include 1
— Must not have 5 consecutive characters from username
— Must not contain restricted patterns List
— Must contain at least 1 upper case character(s)
— Must contain at least 1 lower case character(s)

Cancel   Reset Password

13. If you haven't already enrolled in COCC's multi-factor authentication (DUO), you must do this first before being able to log into your Bobcat Web Account. Instructions for enrolling in DUO are on the College Now Faculty webpage.