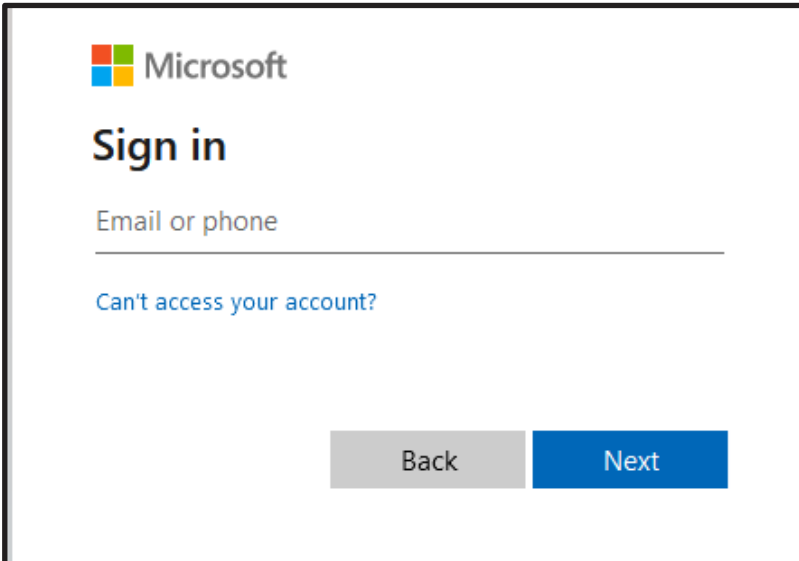


First-Time Account Set-Up User Instructions

Step #1: Begin by visiting <https://myaccount.microsoft.com/>

Step #2: Enter your Pierpont Email (Student example: Jdoe3@student.pierpont.edu) (Employee (full or part time) example: Jdoe3@pierpont.edu) to start the sign-in process

A screenshot of the Microsoft Sign in page. At the top left is the Microsoft logo. Below it is the text "Sign in". Underneath is a text input field labeled "Email or phone". Below the input field is a link that says "Can't access your account?". At the bottom are two buttons: a grey "Back" button and a blue "Next" button.

Microsoft

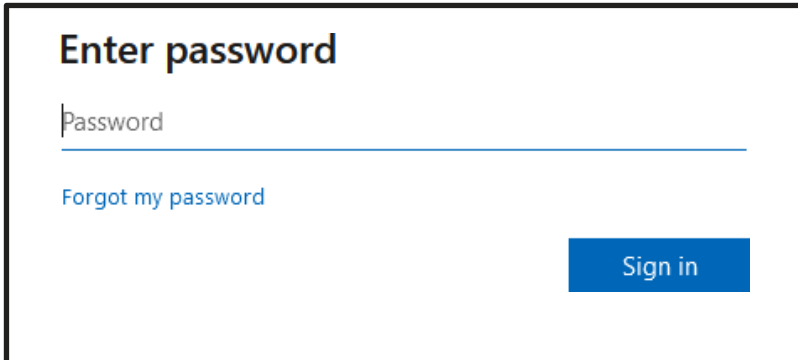
Sign in

Email or phone

[Can't access your account?](#)

Back Next

Step #3: Enter your temporary password provided to you.

A screenshot of the "Enter password" screen. At the top is the text "Enter password". Below it is a text input field labeled "Password". Underneath the input field is a link that says "Forgot my password". At the bottom right is a blue "Sign in" button.

Enter password

Password

[Forgot my password](#)

Sign in

Step #4: You will be sent to a screen where you can update your password (see below).

Password can be updated to anything that you choose.

Password Requirements:

- Must be at least 8 - 16 Characters in length.
- Include One (1) Capital Letter
- Include One (1) Lower Case Letter
- Include One (1) Special Character (!#\$%*)
- Should not include any part of your name in the password.



Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

.....

.....

.....|

Sign in

*Step #5: You will be taken to the screen below. On this page, you will click **NEXT**, where you will be taken to a Microsoft Authenticator page.*



| (Your Pierpont Email Address)

More information required

Your organization needs more information to keep your account secure

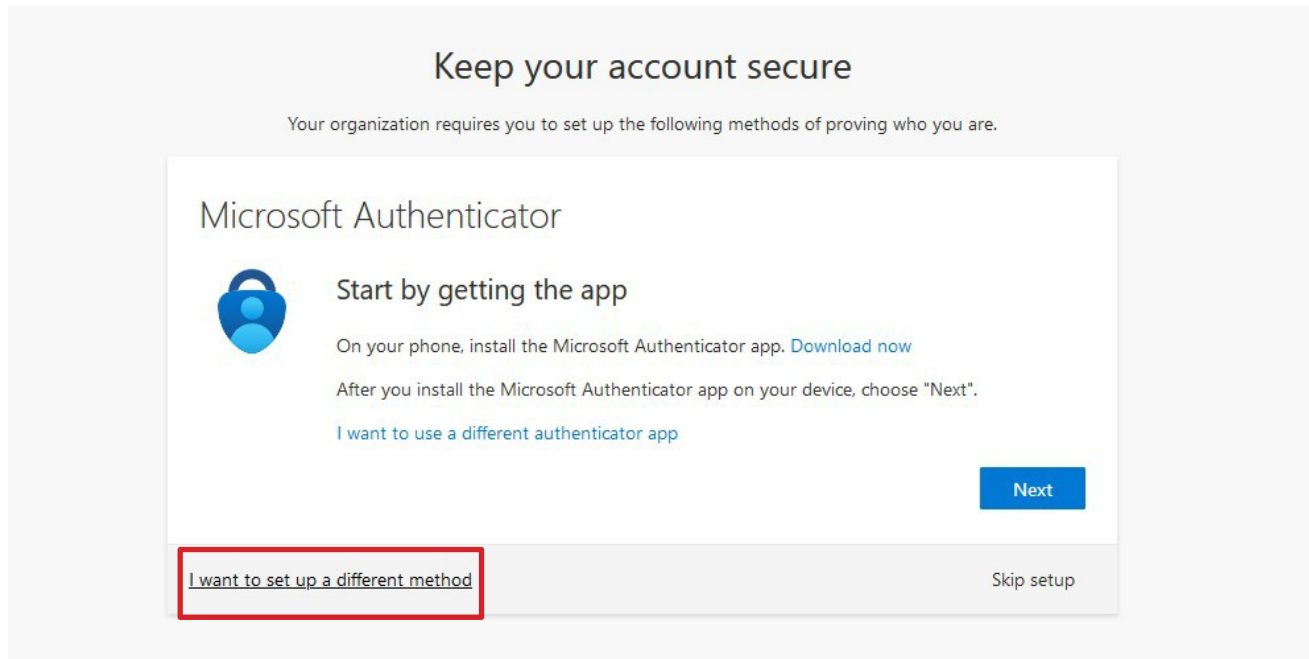
[Use a different account](#)

[Learn more](#)

Next

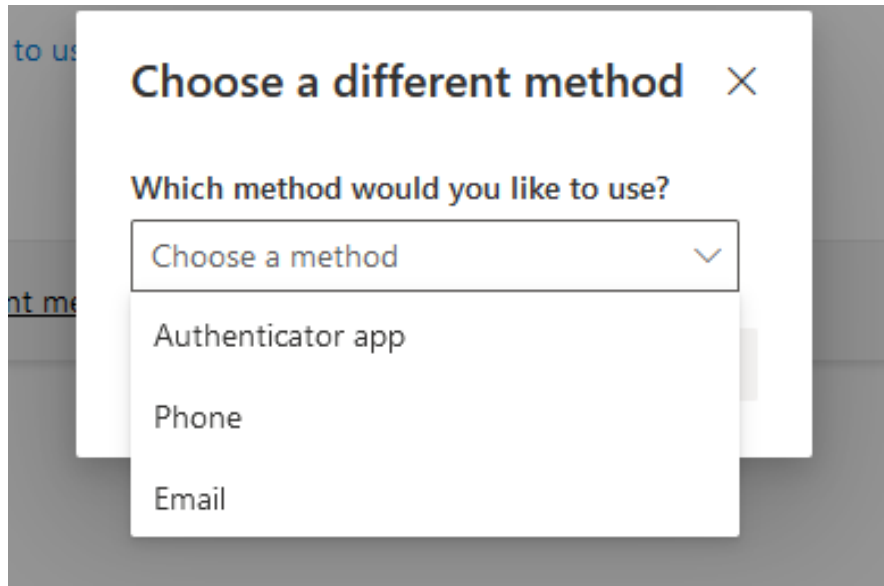
If you need assistance, please contact the Pierpont helpdesk at help@pierpont.edu

Step #6: On this page, you will click on the “I want to set up a different method” highlighted in red below.



Step #7: This will take you to the “Choose a different method” menu.

- This will allow you to choose between three methods for two-factor authentication (Authenticator app, phone, email). See below.
- NOTE: If email is chosen, please use a personal email and NOT your Pierpont email.

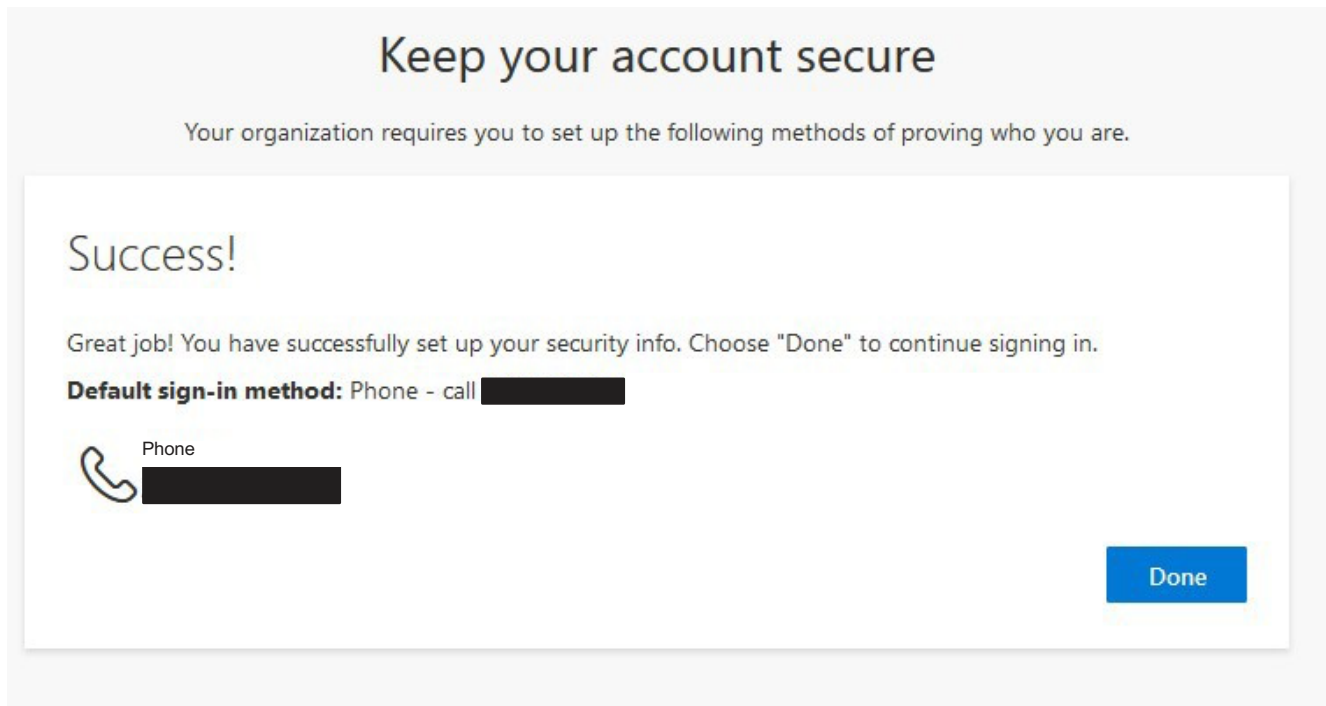


Step #8: The example below is for the “Phone” authenticator (see below).

- For phone, you will be asked to provide your cell phone number and receive a text message with a login code.
- You may choose any or all authentication methods.

A screenshot of a web page titled "Keep your account secure". Below the title is a subtitle: "Your organization requires you to set up the following methods of proving who you are." The main content area is titled "Phone" and contains the text "We just sent a 6 digit code to [redacted] Enter the code below." Below this is a text input field labeled "Enter code". To the left of the input field is a blue link that says "Resend code". At the bottom right of the main content area are two buttons: "Back" and "Next". At the very bottom of the page, there is a footer bar with a blue link on the left that says "I want to set up a different method" and the text "Skip setup" on the right.

Step #9: Upon completion of any methods, you will receive a “Success” screen (see below).



NOTES:

- *Completing these steps allows you to unlock your account or change passwords on your own.*
- *When passwords are changed, it can take up to 30 minutes to replicate through the system.*