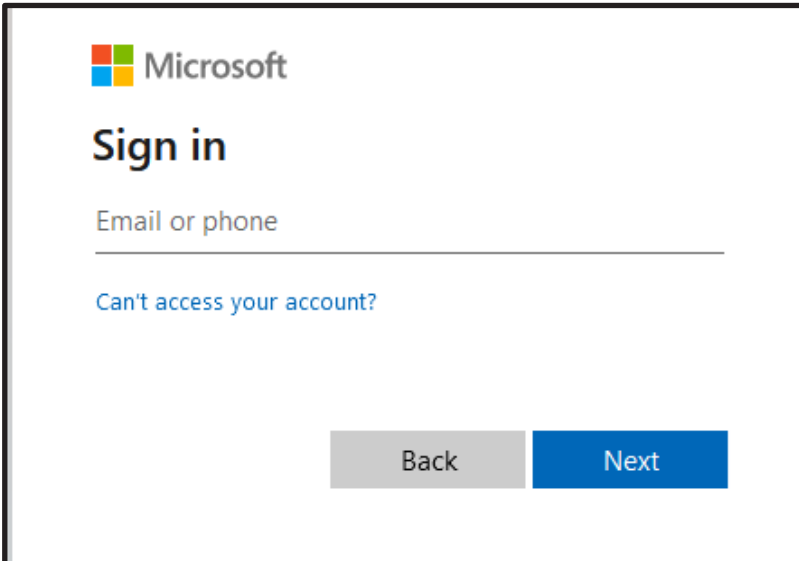


# ***First-Time Account Set-Up User Instructions***

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

***Step #2: Enter your Pierpont Email (Student example: [Jdoe3@student.pierpont.edu](mailto:Jdoe3@student.pierpont.edu)) (Employee (full or part time) example: [Jdoe3@pierpont.edu](mailto: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

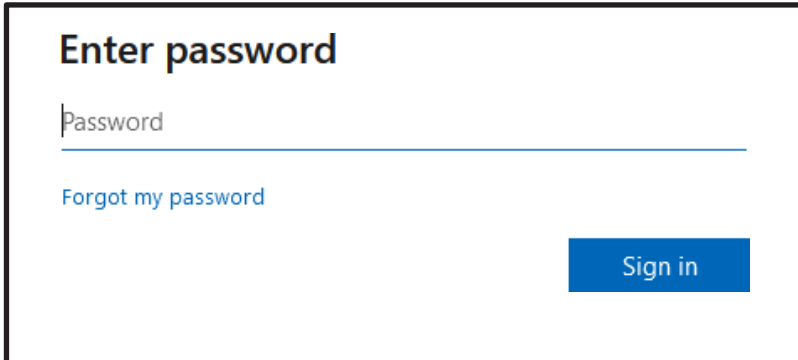
**Sign in**

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.



(Your Pierpont Email Address)

## 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

If you need assistance, please contact the Pierpont helpdesk at [help@pierpont.edu](mailto:help@pierpont.edu) and/or 304-333-3731.

**Step #5: You will be taken to the screen below:**



(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](mailto:help@pierpont.edu) and/or 304-333-3731.

**Step #6: On this page, you will click NEXT, where you will be taken to a Microsoft Authenticator page (see below).**

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator



#### Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

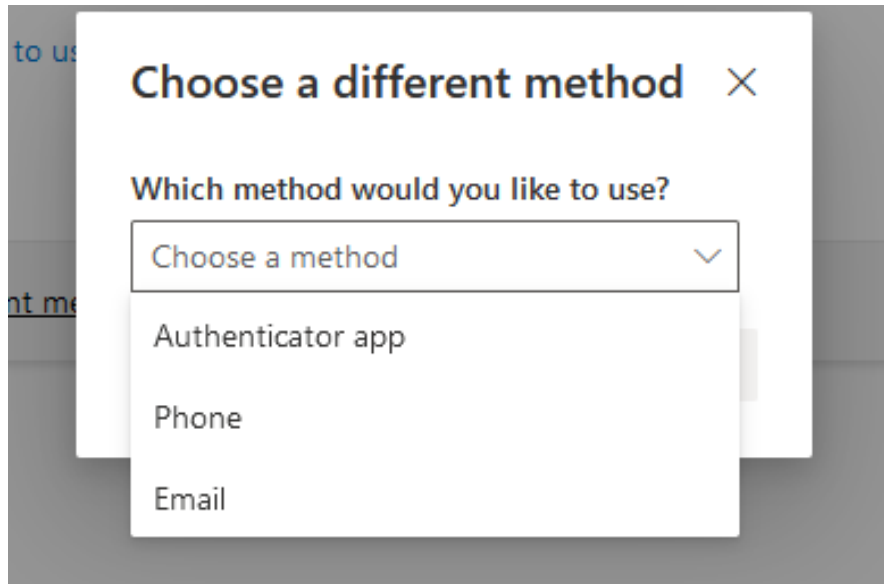
[Next](#)

[I want to set up a different method](#)

[Skip setup](#)

**Step #7: Click on the “I want to set up a different method” highlighted in red above.**

- This will allow you to choose between three methods for two-factor authentication (Authenticator app, phone, email). See below.

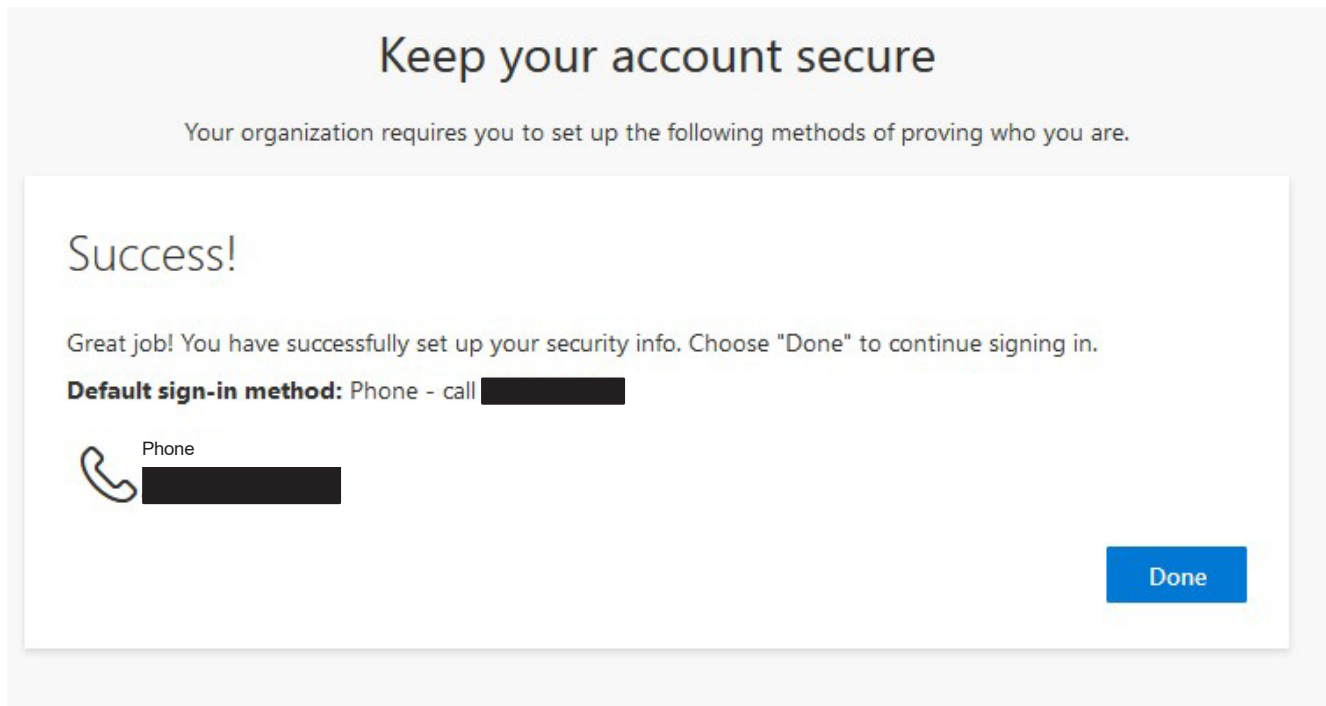


**Step #8: The example below is for the “Phone” authenticator (see below).**

- 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 application 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 with the placeholder "Enter code". To the left of the input field is a blue link "Resend code". At the bottom right of the main content area are two buttons: "Back" and "Next". At the bottom of the page, there is a footer bar with a blue link "I want to set up a different method" on the left 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.***