First-Time Account Set-Up User Instructions
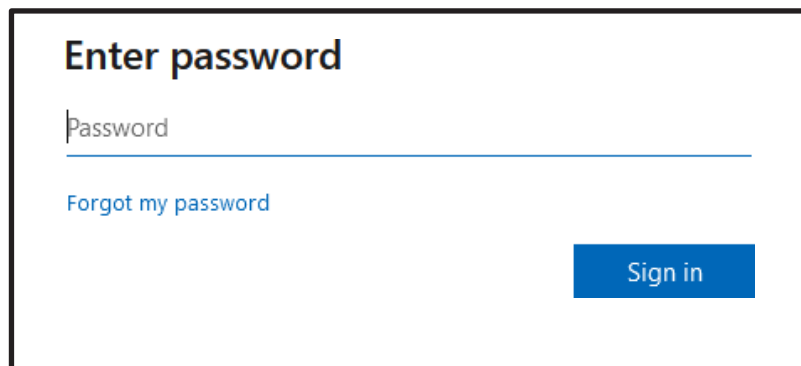
Step #1: Begin by visiting https://myaccount.microsoft.com/

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

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

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.

PIERPONT

(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.

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Sign in

If you need assistance, please contact the Pierpont helpdesk at help@pierpont.edu and/or 304-333-3731.

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.

PIERPONT

(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 and/or 304-333-3731.

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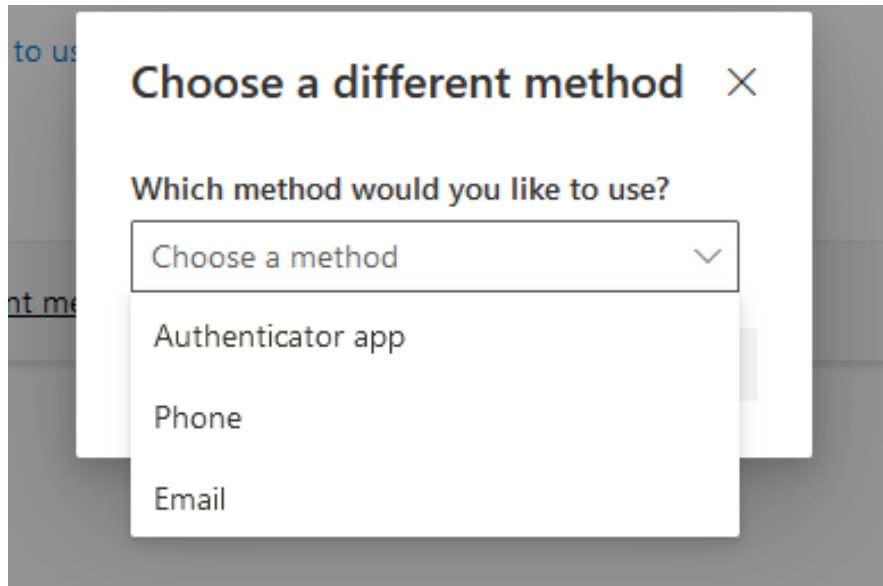
Step #8: The example below is for the "Phone" authenticator (see below).

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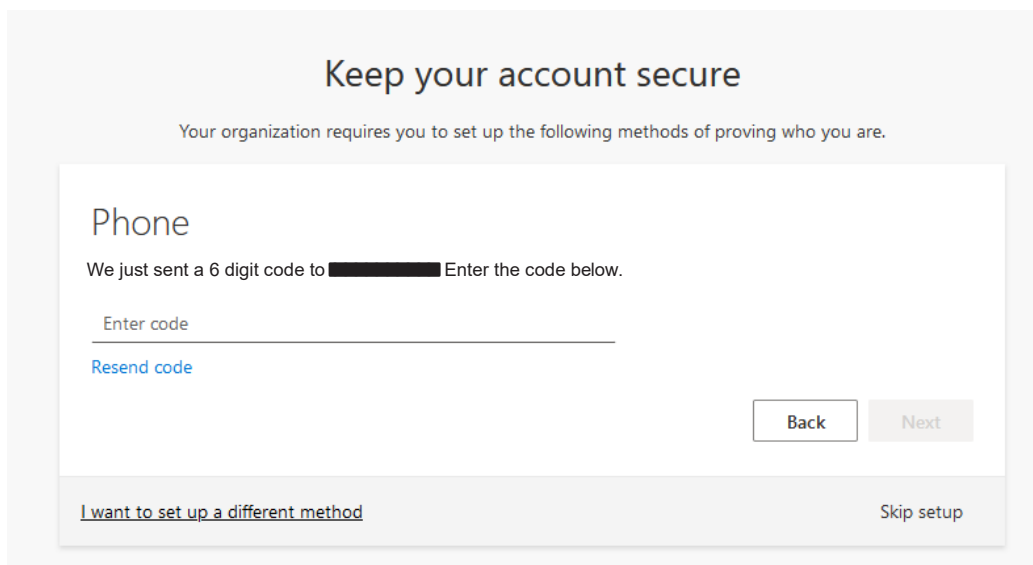
Step #9: Upon completion of any methods, you will receive a "Success" screen (see below).
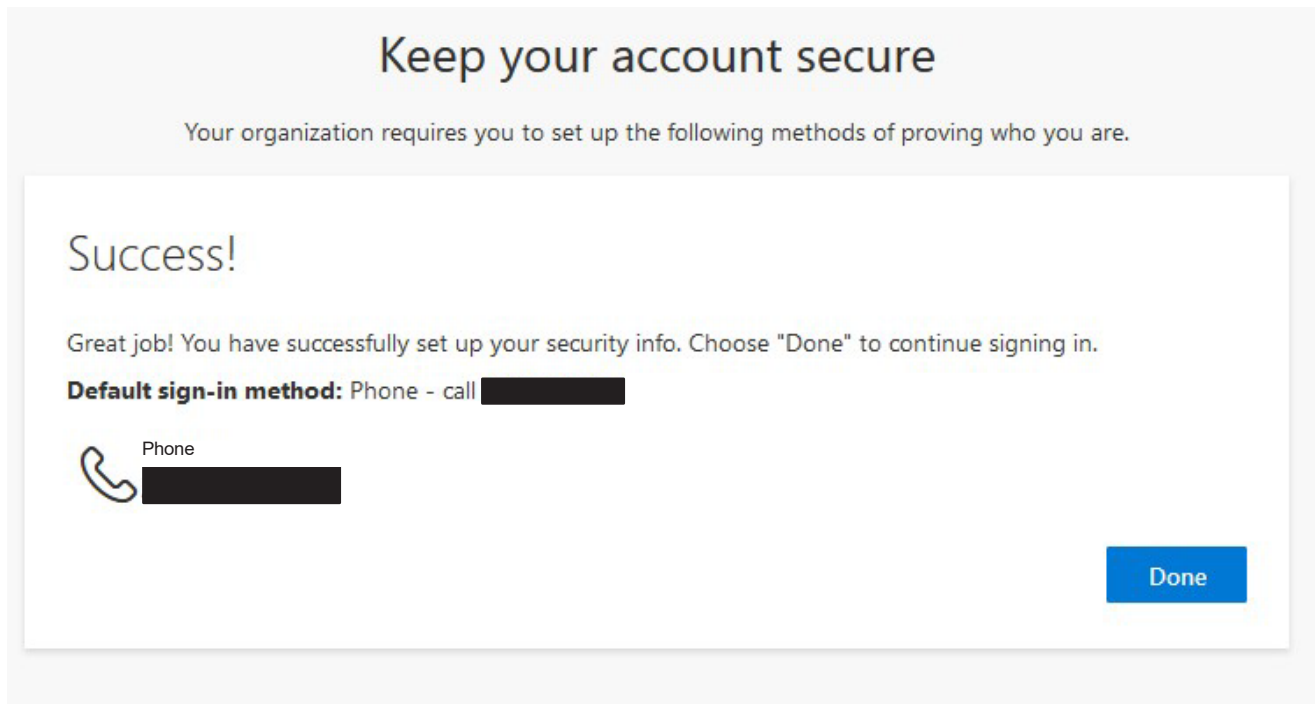
NOTES:

- *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.*