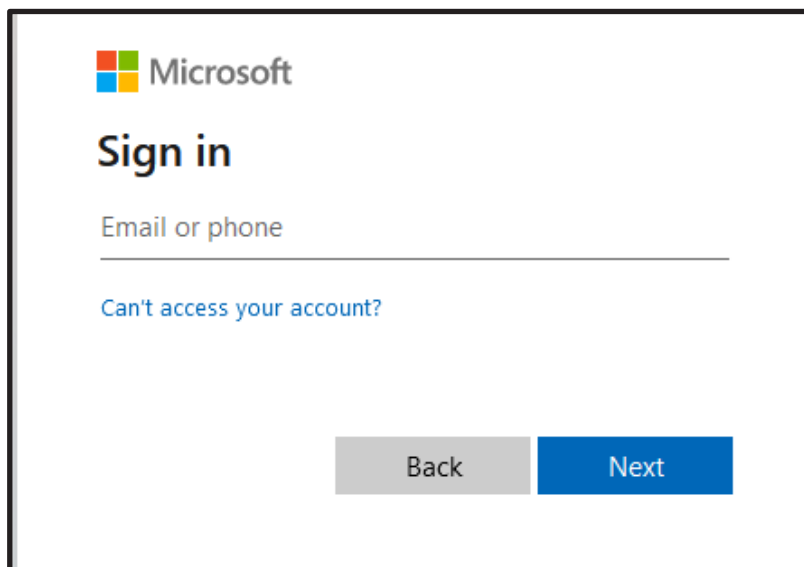


# First-Time Account Set-Up User Instructions

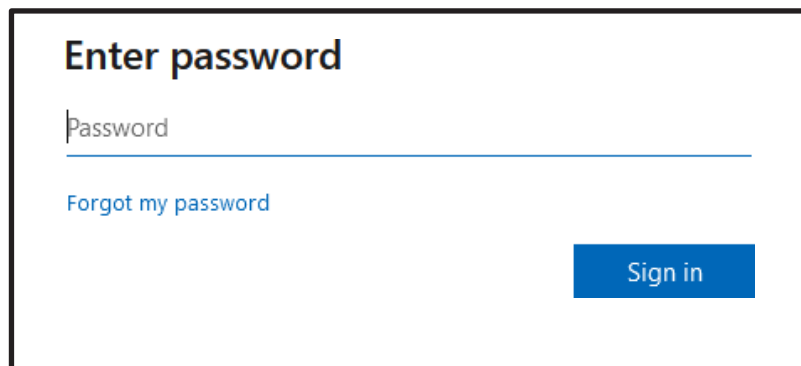
**Step #1: Begin by visiting <https://myaccount.microsoft.com/>**

**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**



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the heading "Sign in". There 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 of the form are two buttons: a grey "Back" button and a blue "Next" button.

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



The screenshot shows the "Enter password" page. At the top is the heading "Enter password". Below it is a text input field labeled "Password". Below the input field is a link that says "Forgot my password". At the bottom right of the form is a blue "Sign in" button.

**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 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.**



(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.**

**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](#)

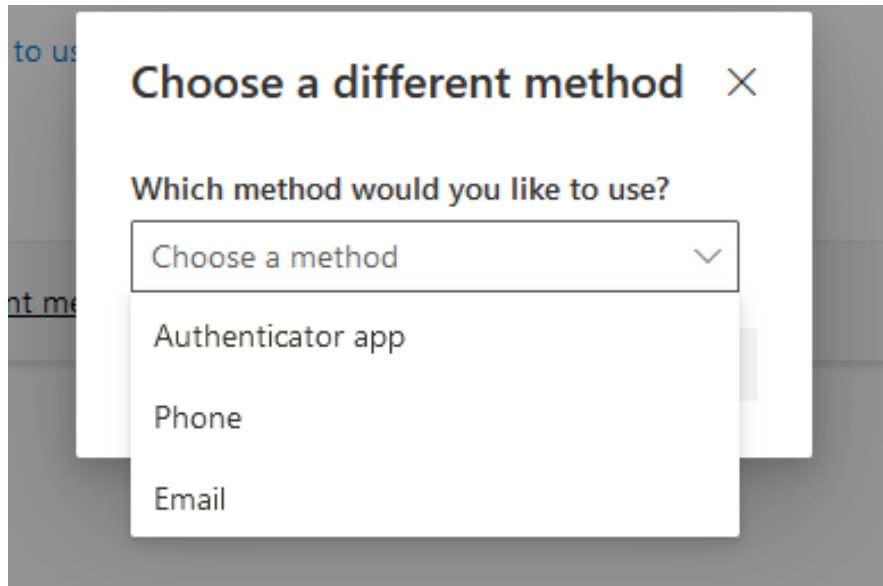
[Next](#)

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

[Skip setup](#)

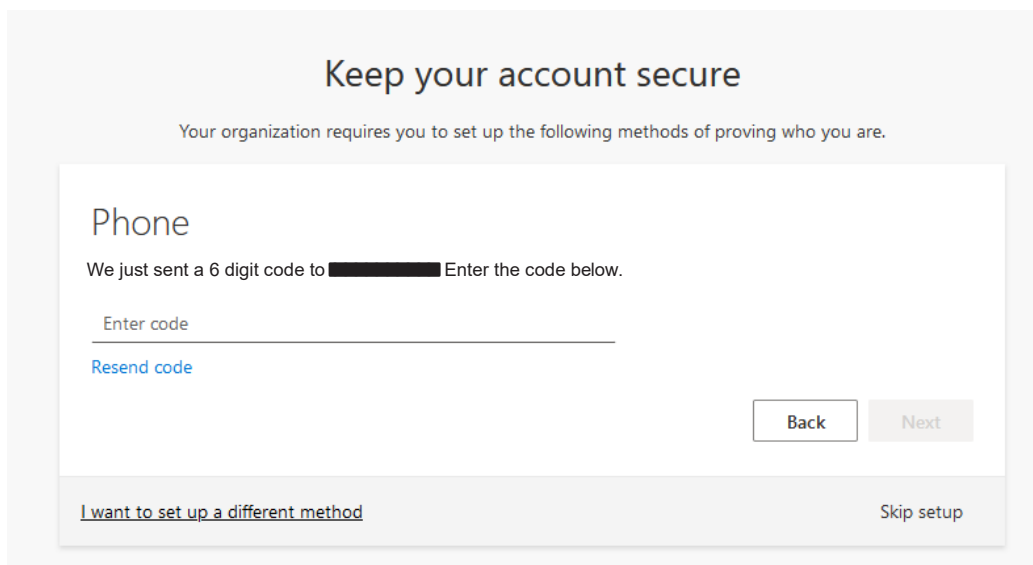
**Step #7: This will take you to the “Choose a different method” menu.**

- 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.

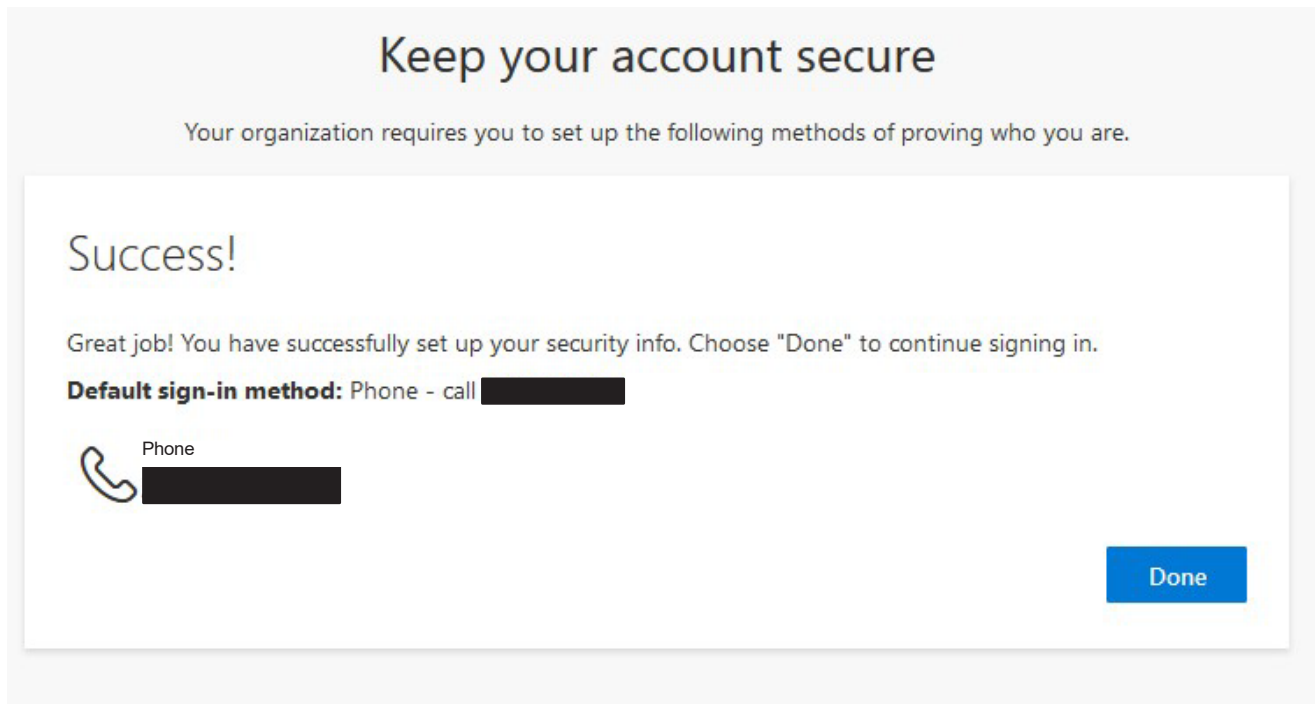


**Step #8: The example below is for the “Phone” authenticator (see below).**

- 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.**