

Work instructions are continually revised and improved. For the most recent version, please visit https://salkeiz.sharepoint.com/qam/SitePages/Home.aspx

1.0 SCOPE:

1.1 Steps for new employee to set their computer, email, and Office 365 password

2.0 INSTRUCTION:

- 2.1 Below is a step-by-step tutorial of how to set your password using a temporary password provided by the district
 - 2.1.1 This password set-up can be done on **either** a computer on the district network **or** a computer with internet access off the district network
 - 2.1.2 The process requires the employee to have access to their **personal email** they used during the application and hiring process
 - 2.1.3 TUTORIAL:

New Employee Password Set-up	
From: Salem-Keizer Public Schools «Salem-KeizerWelcome@salkeiz.k12 or us Sent: Monday, April 30, 2018 10:53 AM To: Mark Belue Subject: Welcome to New Staff	STEP 1 Receive Welcome Email
Helio Tody, test. Welcome to Salem-Keizer Public Schools! This welcome email will provide you with your Username and Password that use the subgroup of Salem-Keizer's network. Your Fail agent Names to our movies your is a ganley, todd test Your Lagant Names to our movies with a Galender 10, 20 Chananch and the subgroup of the set Your passion of our movies with a Galender 10, 20 Chananch and the subgroup of the set	You will receive an email sent to your personal email address from: NewStaffWelcome@salkeiz.k12.or.us.
Your Engloyeed to our ev system is 2658 Your Pringer Stand to our ev system is parties, to do war when 2X12.or.us Please call the Help Desk at 503-370-55 for error or 55555 from a District phone if you have any problems or quest Regards Your IT Admin	The email is sent to the same personal email address you used to communicate with the district during the application and hiring process.
	 The email contains Username Temporary password Your district email address Employee ID
	Be sure to complete step 2 (below) as soon as you receive your email.



Microsoft	STEP 2
Sign in	Change your password
pomeone@example.com Back Next Can't access your account?	Follow the instructions on the email and navigate to:
	https://outlook.office.com/owa/
SALEM • KEIZER PUBLIC: SCHOOLS	Enter your District email address provided in the welcome email.
Sign in with your organizational account party cost, samplanteur i 2 anua 🖩 paravord 🖷	Etner your temporary password provided in the welcome email.
SALEM • KEIZER PUBLIC SCHOOLS	You will get the password expired web page and will need to change your password.
Update Password You must update your password because your	Type the temporary password in the Old Password box.
password has expired. gurley_tood_test@salkeii.kt2.or.us	Type and confirm a new password that you will use each time you login.
Submit Cancel	Passwords must have at least 16-characters
	STEP 3 Login with your new Password
SALEM • KEIZER PUBLIC SCHOOLS	Enter new Login credentials.
Sign in with your organizational account	
gurley_todd_test@salkeiz.k12.or.us	
Sign in	



Hi (Mecore to Output)	Outlook Online will start for the first time Follow set-up instructions to set time zone and choose theme.
Constrained office of the second of the	Outlook opens. You can now proceed to register your account.
	STEP 4
Later Forer Pala (Strad).	Register your account
Soft Totronor ST/P+100S	Navigate to the district website at:
Stori Ericonov	
Audity of hand in a duration gars	<pre>https://salkeiz.k12.or.us/ Select the '+' in the upper right-hand side of the</pre>
• Address Version • Address •	https://salkeiz.k12.or.us/ Select the '+' in the upper right-hand side of the page to access "Staff Links"
Control of the second of	https://salkeiz.k12.or.us/ Select the '+' in the upper right-hand side of the page to access "Staff Links" Select "Password Reset/Change Portal" from the district web page "Staff Links".



Microsoft Sign in gurley_todd_test@salkeiz.k12.or.us × Back Next	You will be prompted to enter in your district email address. You will then be prompted to enter both your district email address and password.
Can't access your acc	
don't losse access to your account! Te mate sure you can rest your passand, we need to callect some into so we can verify who you an. We won't use this to spam you - just to keep your account more same. You find and so act op at least 1 of the approx by the some I Authentication Home is not configured. Set it up now I Authentication Home is not configured. Set it up now I Sensity Questions are not configured. Set them up now I you I you <	 You will need to choose 2 out of 3 options to authenticate yourself and register your account: 1) Text-capable mobile phone number 2) Personal Email 3) Security Questions
don't lose access to your account! Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page. Authentication Phone is set to ±1971 Authentication Phone is set to ±1971 Authentication Email is set to ±1971 Gauthentication Email is set to ±1972 Security Questions are not configured. Set them up now finish cancel	After you have completed authentication using 2 out of 3 options click "finish" to complete the registration process. Please call the Service Desk at 503-399-5555 or extension 555555 from a District phone if you have any problems or questions.

3.0 APPLICABILITY:

3.1 New district employees

4.0 REVISION HISTORY:

Date	Description
06/04/2018	1 st version of the work instruction
06/12/2018	Updated email address in step 1
07/23/2021	Updated step 2 to update password to be relevant to current standards

5.0 APPROVAL AUTHORITY:

Assistant Director of Technology

Signature

Date