



WORK INSTRUCTION

New Employee Password Set-up

TIS-W024

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

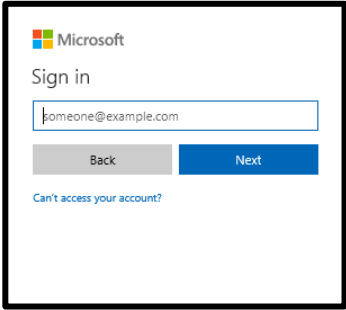
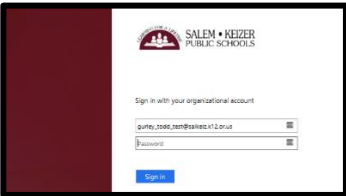
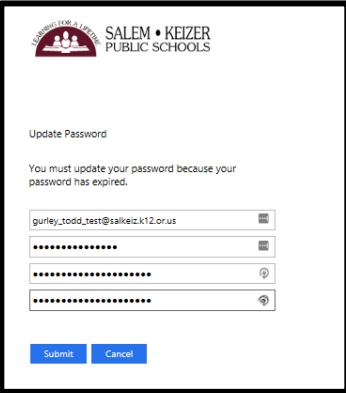
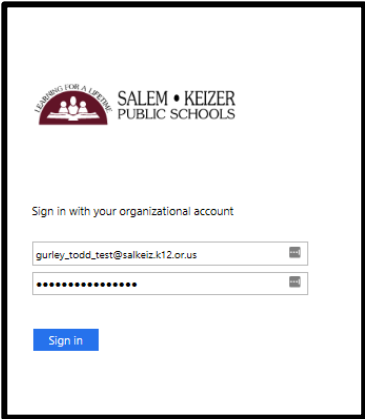
2.1.1 This password set-up can be done on **either** a computer on the district network **or** a computer with internet access off the district network

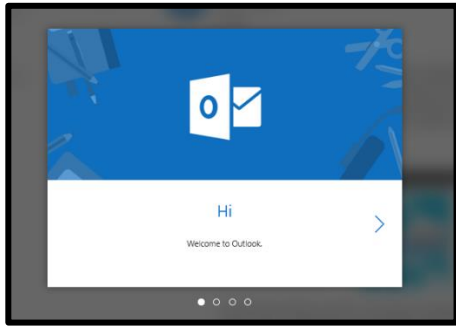
2.1.2 The process requires the employee to have access to their **personal email** they used during the application and hiring process

2.1.3 TUTORIAL:

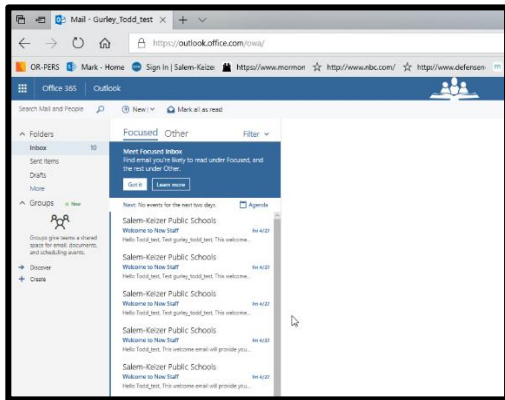
New Employee Password Set-up	
<div style="border: 1px solid black; padding: 5px;"> <p>From: Salem-Keizer Public Schools <Salem-KeizerWelcome@salkeiz.k12.or.us> Sent: Monday, April 30, 2018 10:53 AM To: Mark Belue Subject: Welcome to New Staff</p> <p>Hello Todd_test,</p> <p>Welcome to Salem-Keizer Public Schools!</p> <p>This welcome email will provide you with your Username and Password that you will use to login to Salem-Keizer's network.</p> <p>Your Full user name to our new system is gurley_todd_test Your Login Name is as follows, login names have a 20 Character alphanumeric code, test Your password to our new system is d8a0e49c1f7 Your EmployeeID to our new system is 29555 Your PrimaryEmail to our new system is gurley_todd_test@salkeiz.k12.or.us</p> <p><i>Please call the Help Desk at 503-325-3353, or extension 555555 from a District phone if you have any problems or questions.</i></p> <p>Regards, Your IT Admin</p> </div>	<p>STEP 1 Receive Welcome Email</p> <p>You will receive an email sent to your personal email address from: NewStaffWelcome@salkeiz.k12.or.us.</p> <p>The email is sent to the same personal email address you used to communicate with the district during the application and hiring process.</p> <p>The email contains</p> <ul style="list-style-type: none"> - Username - Temporary password - Your district email address - Employee ID <p>Be sure to complete step 2 (below) as soon as you receive your email.</p>

WORK INSTRUCTION
New Employee Password Set-up
TIS-W024

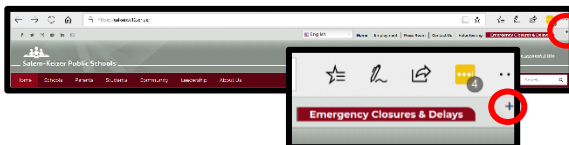
  	<p>STEP 2 Change your password</p> <p>Follow the instructions on the email and navigate to:</p> <p>https://outlook.office.com/owa/</p> <p>Enter your District email address provided in the welcome email.</p> <p>Enter your temporary password provided in the welcome email.</p> <p>You will get the password expired web page and will need to change your password.</p> <p>Type the temporary password in the Old Password box.</p> <p>Type and confirm a new password that you will use each time you login.</p> <p>Passwords must have at least 16-characters</p>
	<p>STEP 3 Login with your new Password</p> <p>Enter new Login credentials.</p>



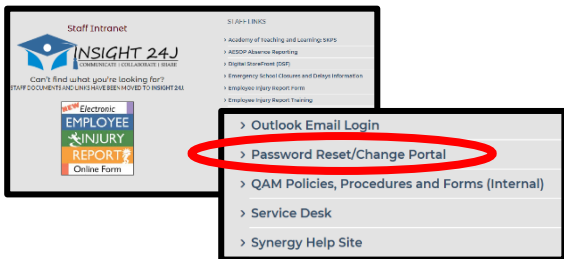
Outlook Online will start for the first time
Follow set-up instructions to set time zone and choose theme.



Outlook opens.
You can now proceed to register your account.

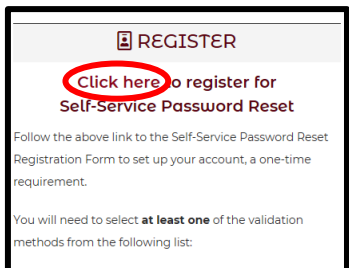


STEP 4 Register your account

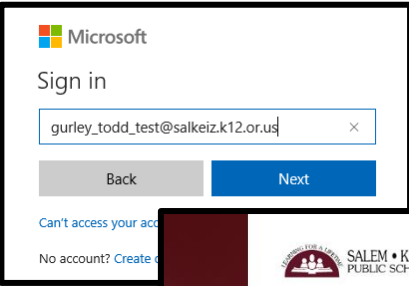

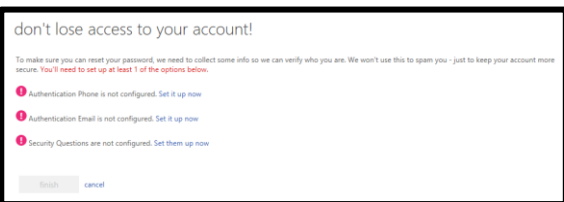
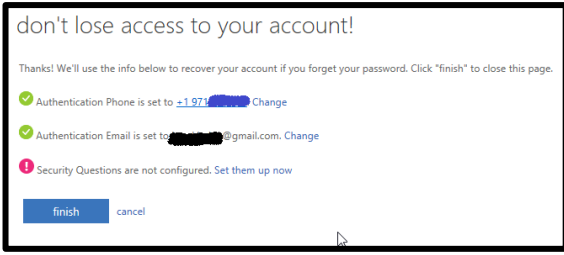


Navigate to the district website at:
<https://salkeiz.k12.or.us/>
Select the '+' in the upper right-hand side of the page to access "Staff Links"

Select "Password Reset/Change Portal" from the district web page "Staff Links".



On the Password Reset/Change page click on the "Click here" link.

 	<p>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.</p>
	<p>You will need to choose 2 out of 3 options to authenticate yourself and register your account:</p> <ol style="list-style-type: none"> 1) Text-capable mobile phone number 2) Personal Email 3) Security Questions
	<p>After you have completed authentication using 2 out of 3 options click "finish" to complete the registration process.</p> <p>Please call the Service Desk at 503-399-5555 or extension 555555 from a District phone if you have any problems or questions.</p>

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