

S | Sign In

1. Open a web browser, go to office.com, and select Sign in.
2. Enter your D11 email address (firstname.lastname@d11.org).
3. Enter your temporary password: Password followed by the last four digits of your employee ID (example: Password5678). The P in Password must be capitalized.

T | Take Control of Your Password

When prompted, create a new password. It must be at least eight characters long, must not contain any part of your name, and must include at least three of the following four-character types:

Uppercase letters • Lowercase letters • Special characters • Numbers

A | Activate Two-Factor Authentication

Download the Duo Mobile app on your smartphone. Find the enrollment email from Duo Security and follow its instructions to connect Duo Mobile to your D11 account.

If you cannot find the email, contact the Support Center at 719-520-2211.

R | Review Your Security Settings

Confirm that you can access your D11 account and that Duo Mobile is linked to it. Verify your username, but do not write down or share your password.

T | Test Your Access

Sign out of your account, then sign back in with your new password. Complete the Duo authentication prompt to confirm your account is ready to use.