



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:

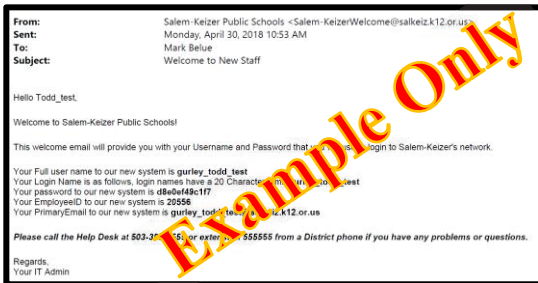
2.1 Below is a step-by-step tutorial of how to set your password using a temporary password provided by the district

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



STEP 1

Receive Welcome Email

You will receive an email sent to your **personal** email address from:
NewStaffWelcome@salkeiz.k12.or.us.

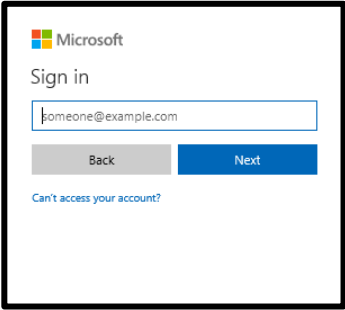
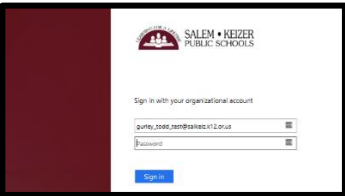
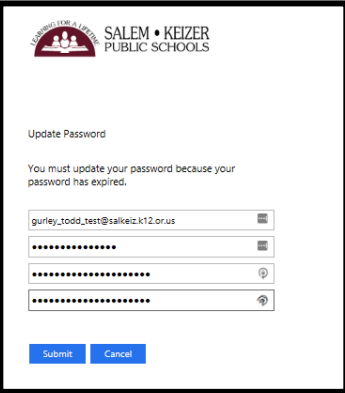
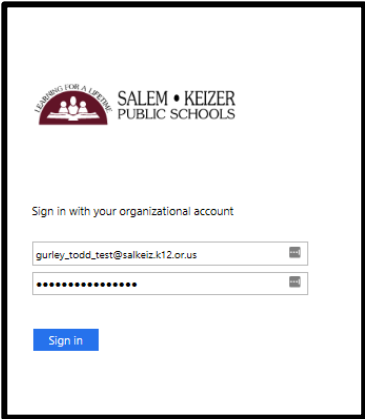
The email is sent to the same personal email address you used to communicate with the district during the application and hiring process.

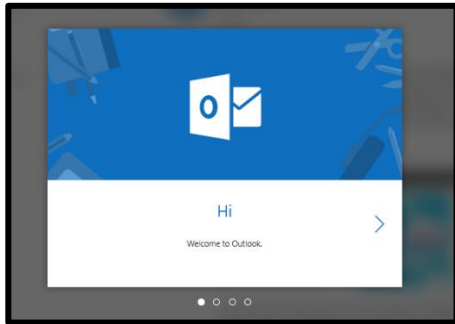
The email contains

- Username
- Temporary password
- Your district email address
- Employee ID

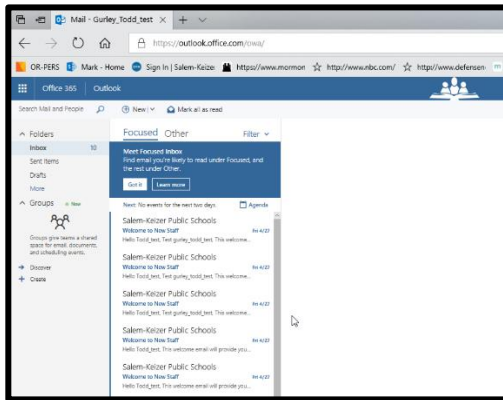
Be sure to complete step 2 (below) as soon as you receive your email.

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.

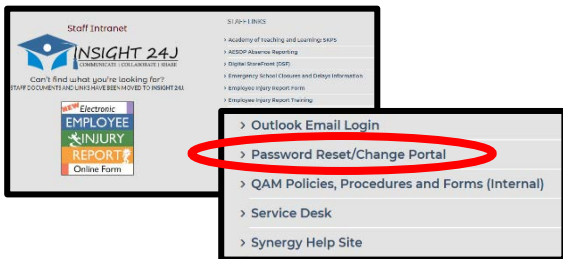


Outlook opens.
You can now proceed to register your account.

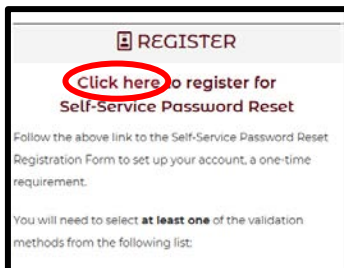


STEP 4
Register your account

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"

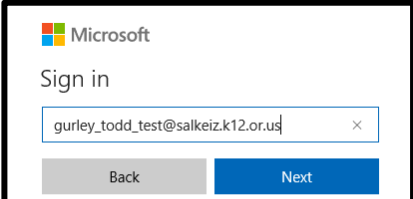
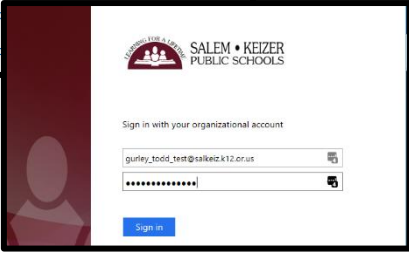
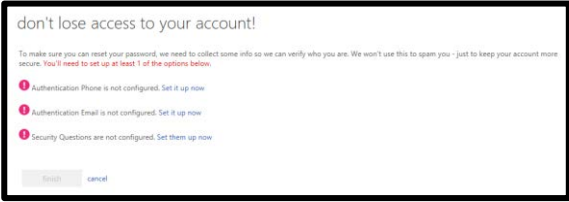
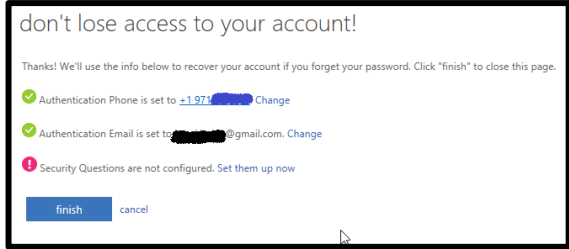


Select "Password Reset/Change Portal" from the
district web page "Staff Links".



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

WORK INSTRUCTION
New Employee Password Set-up
TIS-W024

 	<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