

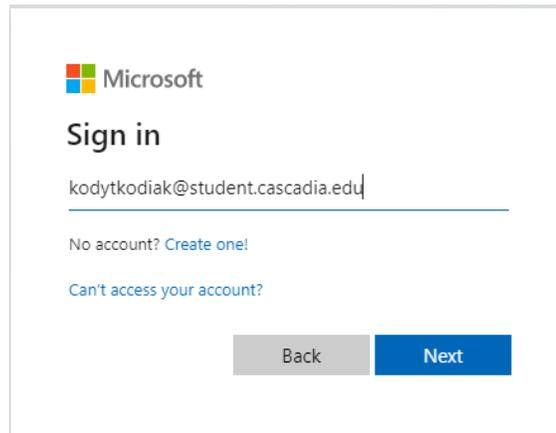
Setting up Your Cascadia Student Account for First Time Use

Student Account Set Up Overview and Facts

- Student accounts create the first business day after you are admitted to Cascadia College.
- You will learn your student account user name and how to finish the set-up of your Student account via an email sent as soon as the account is created. This email will be sent from helpdesk@cascadia.edu and it will say “Welcome to Cascadia - Cascadia Student Account Info” on the subject line.
- Before you can use the student account, including using it to set up your UW NetID, use the information in this document and in the email to complete the set-up process.
- The account you are provided can also be used to log in to campus computers, the Information Services Help Desk system (to request to borrow equipment or for general assistance) and use printing services on campus.

Step 1: Log in to Office365 for the First Time

1. From any internet browser, browse to <https://login.microsoftonline.edu>
2. At the Sign in window, enter your assigned email address (i.e. kodytkodiak@student.cascadia.edu) and click Next.



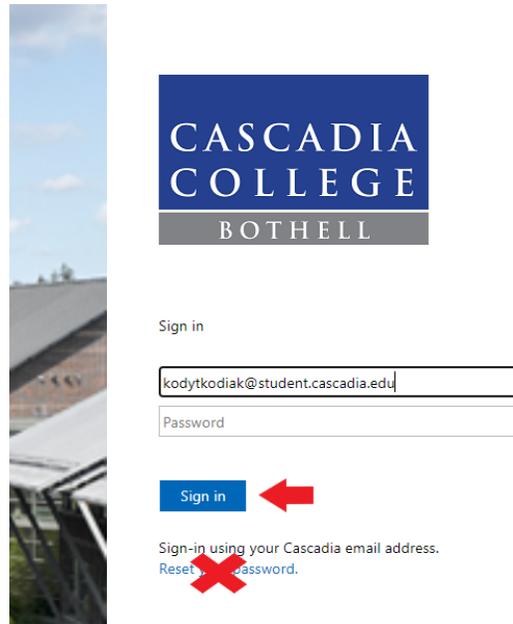
Microsoft

Sign in

No account? [Create one!](#)

[Can't access your account?](#)

3. You will be redirected to Cascadia's branded login page. When you arrive at this page, please make sure your correct email address is listed and enter the default password for your account and click sign in. Do not click on Reset your password as it will result in an error.



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Sign in

kodytkodiak@student.cascadia.edu

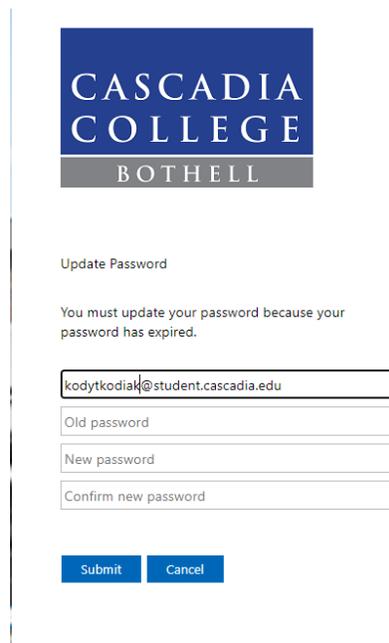
Password

Sign in

Sign-in using your Cascadia email address.
Reset your password.

Step 2: Reset Your Password to Something You Will Remember

1. As soon as you log in for the first time, you will be prompted to change your password. You should be prompted with a screen that looks similar to the one below.



CASCADIA
COLLEGE
BOTHELL

Update Password

You must update your password because your password has expired.

kodytkodiak@student.cascadia.edu

Old password

New password

Confirm new password

Submit Cancel

2. Where you are prompted for Old password, enter the password that you just entered.

3. Where you are prompted for New password, enter your new passphrase that meets the conditions found [here](#). A simplified version of the requirements includes:
 - a. Your passphrase must be at least 14 characters long.
 - b. It is recommended that you use a short phrase or sentence (e.g. song lyrics or a favorite quote) so that you will be able to remember it more easily.
 - c. It must not contain your name or any part of your full name.
 - d. It must not contain consecutive or repetitive characters (e.g. 12345 or aaaaa)
 - e. It must not be on the [list of most commonly used passwords](#).
 - f. Passphrases are scored based on complexity so, adding uppercase letters, numbers or special characters may improve your passphrases' chance of being accepted.

It is recommended that you write potential passphrases down (or type them into a note keeping application on your laptop or phone) before entering them as you will need to type the exact same passphrase into the Confirm new password field. Once you have changed your passphrase, you should discard of any paper with it written down.

4. Once you have completed the form, click submit. If you receive a message that your passphrase did not meet the requirements, please review the above information and try again, making some additional adjustments as needed. You may also get an error if you did not type the passphrase exactly the same in both the New password and Confirm new password fields. Please read the message carefully to determine what the cause of the error may be.
5. If your new passphrase is accepted, you will be returned to the sign in page to complete the sign in process with your newly created passphrase.

Step 3: Set up Your Password Reset/Recovery Options for Future Use

1. After you have reset your password, you will be directed to complete the steps to set up your password/account recovery options.
2. Click Next at the More information required prompt. You will be directed to a screen that looks like the screenshot below. You will notice a timer in the lower right of the screen, indicating you have limited time before your session expires. This task is time sensitive.

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below.

- ! Authentication Phone is not configured. [Set it up now](#)
- ! Authentication Email is not configured. [Set it up now](#)
- ! Security Questions are not configured. [Set them up now](#)

finish cancel

3. You must select two different methods to verify your identity should you forget your password and need to reset it. Most will choose Phone and Email as their two methods so those are demonstrated in this document.

To add your phone (voice or text) as a recovery method

1. Click on the link to Set it up now next to Authentication Phone is not configured
2. Select the country or region of your phone and enter your phone number in the presented screen and select either Text me or Call me.

The screenshot shows a web interface with the heading "don't lose access to your account!". Below the heading is the instruction "Please verify your authentication phone number below." Underneath, there is a section labeled "Authentication phone" containing a dropdown menu with the text "Select your country or region" and a downward arrow. Below the dropdown is a text input field with the placeholder "Enter your authentication phone number". At the bottom of this section are two buttons: "text me" and "call me". Below these buttons is a blue "back" button.

3. You will receive either a phone call or a text (depending on your selection) to verify that the number you entered was correct. Enter the code provided at the prompt and click Verify. You will have a limited time to complete this task. If you get an error when entering the code, even if it is correct, click on try again.
4. You will be returned to the previous page and will see a green checkmark next to Authentication Phone is set to (your phone number). You have successfully added your phone.

To add your email as a recovery method

1. Click on the link to Set it up now next to Authentication Email is not configured
2. Enter the email address you would like to use for recovery. You cannot use your Cascadia student email address for this purpose. Please make sure that you can access this email to get a code while completing this process. Click Next.

The screenshot shows a web interface with the heading "don't lose access to your account!". Below the heading is the instruction "Please verify your authentication email address below. Don't use your primary work or school email." Underneath, there is a section labeled "Authentication Email" containing a text input field with the placeholder "Enter your authentication email address". Below the input field is a button labeled "email me". At the bottom of this section is a blue "back" button.

3. You will receive an email at the email address you provided with a code to continue the process. Enter the code when prompted and click Verify. You will have a limited time to complete this task. If you get an error when entering the code, even if it is correct, click try again. The email you receive should be from msonlinserviceteam@microsoftonline.com and will be signed from Cascadia College.
4. You will be returned to the previous page and will see a green checkmark next to Authentication Email is set to (your email address). You have successfully added your email.
5. If you have also added your phone as a recovery method or set up security questions as a recovery method (not covered here), you can select Finish to complete this process. You should now be redirected to an automated Welcome process provided by O365.

Step 4: Use Your New Account!

Your account is now set up and ready to use. You can use this same account to access many resources on campus (sometimes without the @student.cascadia.edu on the end). Below you will find some basic information on navigating your Office365 portal, checking your email, and accessing other Cascadia technologies using your new account.

Checking Your Cascadia Email

1. Browse to <https://login.microsoftonline.com> from any browser and log in with your email address and passphrase. (You might want to add this page as a favorite in your browser for easy location later.)
2. On the left side of your browser (once logged in), you will see a menu that looks similar to the one below. You will want to click on the Outlook icon indicated to access your email.



Navigating the Office365 Portal

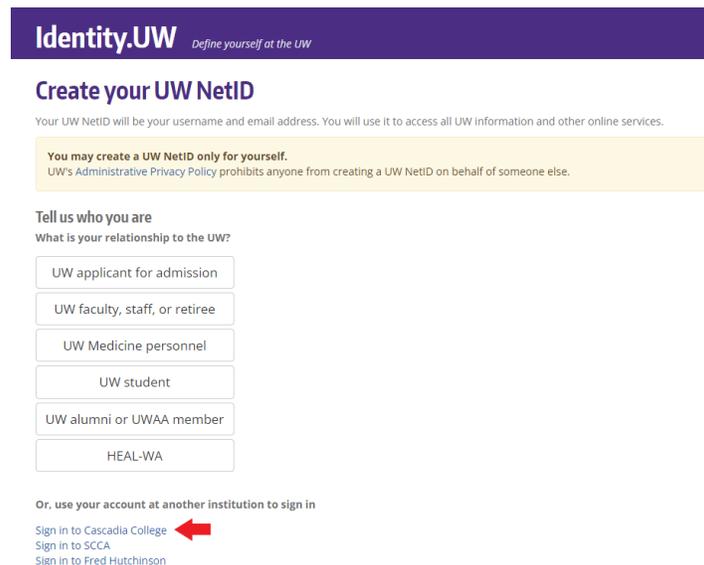
For a quick, six-minute video that walks you through some of the basics of the Office 365 portal, feel free to visit <https://tinyurl.com/2p8tvb56> . QR code leads to the same online resource:



Creating Your UW NetID

A UW NetID (University of Washington Network Identification) is an account that you create to gain online access to certain University of Washington services, including:

- Off-campus access to library resources designated "UW restricted"
 - The University of Washington Bothell wireless network, which is available on all floors of the library buildings (LB1, LB2, and LBA), the ARC and University of Washington Bothell buildings (UW1 and UW2).
 - The NuPark system which allows you to purchase online parking permits. Please note that there is a two day wait time between creation of your new UW NetID and access to purchasing parking permits.
 - Access to the joint-campus emergency notification system.
 - You will need to complete the set up and activation steps listed earlier in this document to create your UW NetID.
1. Browse to [Create Your UW NetID](#) in any web browser.
 2. Click on the link Sign in to Cascadia College



3. At the Cascadia login page, enter your Cascadia email address and password. Click Sign In.
4. Follow the onscreen instructions to create a UW NetID and password.

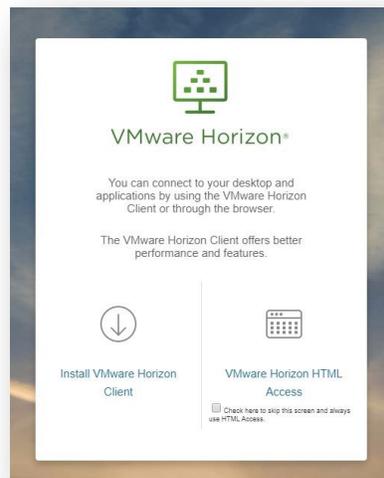
Log in to Campus Computers

Log in to Cascadia computers in labs, breakouts or the Bock Center by entering your user name without the @student.cascadia.edu at the end of it. Your password will be the same one you set up above. The domain selection should always read "STUDENT".

Log in to Views to Access Campus Software While Off Campus (no Adobe software)

This system works best with Google Chrome, but it will work in Microsoft Edge and Mozilla Firefox as well.

1. In your browser's address bar type in <https://desktop.cascadia.edu/> and click on **VMware Horizon HTML Access**



2. On the next screen, enter your Cascadia student account username (without @student.cascadia.edu at the end), password and change domain to *STUDENT*. Click **Sign In**.



3. Click on the Student Floating View. Your browser should now look as though you are logging into a Windows 10 desktop for the first time (you will be prompted to click OK to continue). This process will take some time. Please remember that you need to save any work you do to a thumb drive or your student OneDrive as your work and changes will be wiped when you log out. Additionally, inactivity in the View may result in your being logged out and work lost so please save your work regularly.



4. When you are done with your session, click the gray tab on the left of your browser. In the Running section, click on menu icon next to Student floating view and select Log off. You will be asked to verify you wish to log off and then will be presented with a message to let you know you are disconnected

