

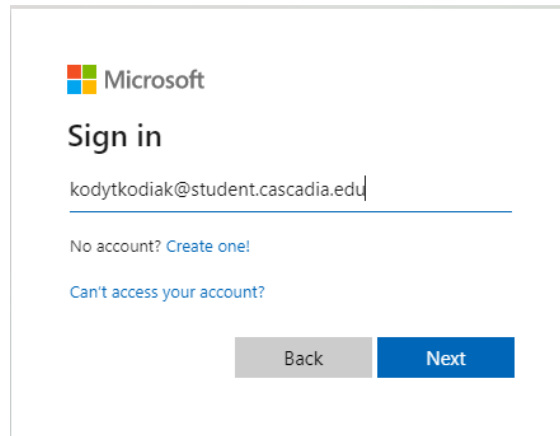
Setting up Your Kodiak Account for First Time Use

Kodiak Account Set Up Overview and Facts

- Kodiak Accounts are created the first business day after you are admitted to Cascadia College.
- You will learn your Kodiak Account username and how to finish the set-up of your account via an email sent as soon as the account is created. This email will be sent from itservices@cascadia.edu and it will say "Welcome to Cascadia - Kodiak Account Info" on the subject line.
- Before you can use your Kodiak 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 with can also be used to log in to campus computers, the IT Services support portal (to request to borrow equipment or for general help) and use printing services on campus.

Step 1: Log in to Office365 for the First Time

1. From any internet browser, browse to <https://myapps.microsoft.com/cascadia.edu>
2. At the Sign in window, enter your Kodiak Account email address (i.e. kodytkodiak@student.cascadia.edu) and select Next.

A screenshot of the Microsoft Sign in window. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "kodytkodiak@student.cascadia.edu". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom right, there are two buttons: a grey "Back" button and a blue "Next" button.

Microsoft

Sign in

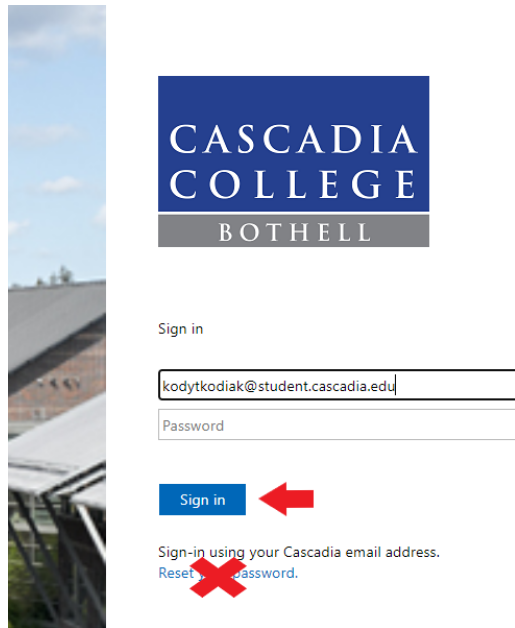
kodytkodiak@student.cascadia.edu

No account? [Create one!](#)

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

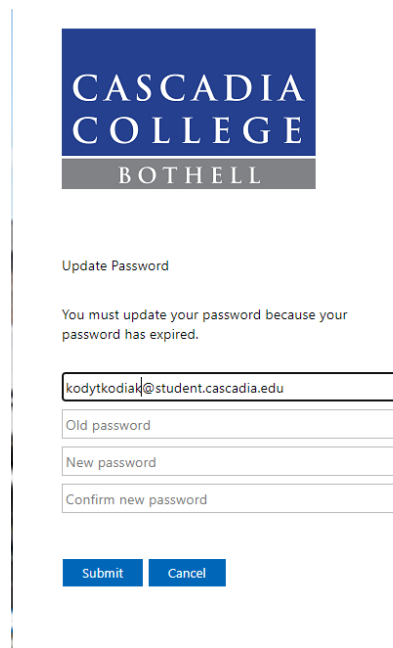
Back Next

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 select sign in. **Do not select Reset your password as it will result in an error.**



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 like the one below.



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

3. When you are asked 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 you use a short phrase or sentence (e.g. song lyrics or a favorite quote) so you can 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 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 any paper with it written down.

4. Once you have completed the form, select submit. If you receive a message that your passphrase did not meet the requirements, please review the above information, and try again, making some added 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 figure out 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 and multifactor authentication options.
2. Select 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 shown in this document.

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

1. Select 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." followed by the label "Authentication phone". There are two input fields: a dropdown menu labeled "Select your country or region" and a text box labeled "Enter your authentication phone number". Below these fields are two buttons: "text me" and "call me". At the bottom 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 select 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, select 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. Select 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 Kodiak Account email address for this purpose. Make sure you can access this email to get a code while completing this process. Select 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." followed by the label "Authentication Email". There is one input field labeled "Enter your authentication email address". Below this field is a button labeled "email me". At the bottom is a blue "back" button.

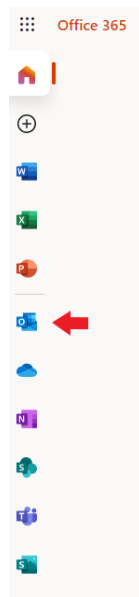
3. You will receive an email at the email address you provided with a code to continue the process. Enter the code when prompted and select Verify. You will have a limited time to complete this task. If you get an error when entering the code, even if it is correct, select try again. The email you receive should be from msonlinservicesteam@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 Kodiak 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 like the one below. You will want to select on the Outlook icon shown to access your email.



Navigating the Office365 Portal

For a quick, six-minute video that takes 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:

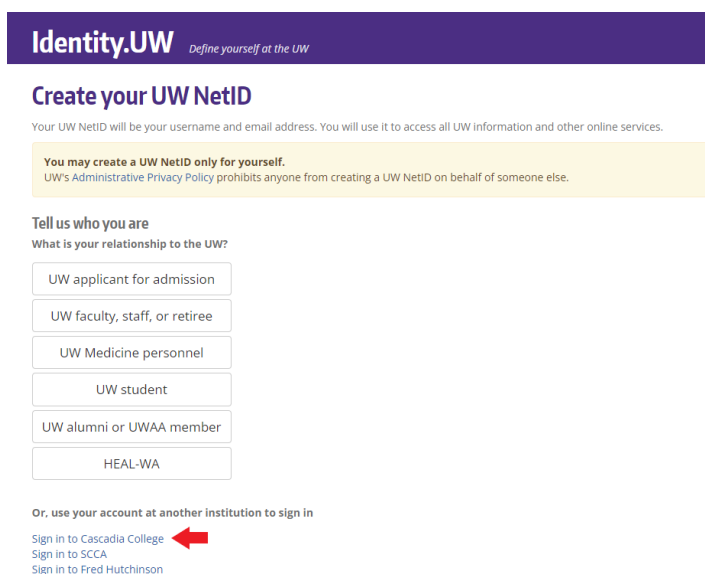


Creating Your UW NetID

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 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 buying 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. Select on the link Sign in to Cascadia College



3. At the Cascadia login page, enter your Kodiak Account and password. Select 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 Kodiak Account 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 Canvas

Browse to <https://cascadia.instructure.com> and enter your Kodiak Account email address and password when prompted.

Getting Help

If you have any questions about the processes included within this document, or if you require technical support related to any Cascadia College technology, please contact the IT Service Desk via:

Email: itservices@cascadia.edu

Phone: 425-352-8228

Remote Support/Chat: <https://support.cascadia.edu>

In Person: CC2-171

IT Service Desk hours and more information about offered services can be found at <https://www.cascadia.edu/student-resources/computing-services/default.aspx>.