



Job Aid – Corporate – KEPRO Corporate Account Password Reset : Establish Profile

Job Aid Number: ITSJA.004

Job Aid Title: KEPRO Corporate Account Password Reset: Establish Profile

Date:

Approved by:

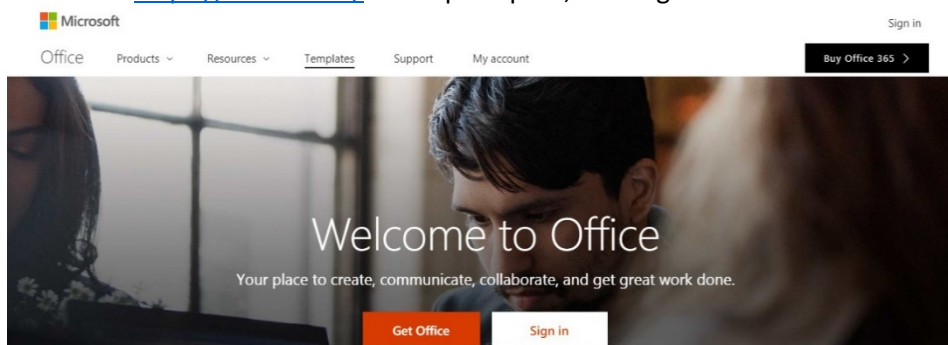
Relevant Corporate Policies:

Purpose: Outline how to log in to Office 365 for the first time and configuring your authentication information.

Procedure :

Logging into Office365 for the first time and configuring your authentication information

Browse to <https://office.com/> and if prompted, click Sign In.



The username is your KEPRO Account/email address (xxxxx@kepro.com) and the password is the same password you use to log into your computer or KBIZ.



Work or school account

This doesn't look like a valid user ID

Your user ID should look like an email address, for example
someone@contoso.com or someone@contoso.onmicrosoft.com.

☐ Keep me signed in

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

The first time you log in, you will be prompted for additional information. Click “Next”



Additional info required

Your administrator requires you to add additional security info to help you recover your account.

Next

[Sign out and sign in with a different account](#)

[More information](#)

There are three options for authentication. The system only requires two to be configured. It is recommended that all three are configured. To select an option, click “Set it up now.”



sbrusony@kepro.com | ?

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

Setting up a phone.

Select your country from the list and then enter your phone number. This has to be a direct dial line as it will not accept extensions. Your mobile phone number is the best option. Once the number is entered, click either “text me” or “call me”

Text me

You will receive a text message with a code in it. If you don’t receive the text, click “back,” confirm your number, and try again. Once received, enter the code and click “verify.” The page will refresh to the main authentication configuration page.



don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

717-555-1212

text me

call me

back

Call me

You will receive an automated call prompting you to press the # key. Once you press # the web page will the main authentication set up page will load and the verification process will be complete.

Setting up email

Enter a secondary email address in the Authentication Email field and click “email me.” This cannot be your @kepro.com address.



don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

email me

back

You will receive an email from Microsoft with a code in it. If you don't receive it, check your spam/junk folder. If using Gmail, check the “Updates” tab.

KEPRO account email verification code Inbox x

Microsoft on behalf of KEPRO <msonlineserviceteam@microsoft.com> 3:31 PM (0 minutes ago) ☆
to me ▾

Verify your email address

Thanks for verifying your account!

Your code is: 880178

Sincerely,
KEPRO

This message was sent from an unmonitored email address.
Please do not reply to this message.



Enter the code on the web page and click “verify.” You will be directed back to the main authentication set up page.



don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email

Authentication Email

We've sent an email message containing a verification code to your inbox.

[try again](#)


Security Questions


Click the drop downs to select your questions and provide an answer. After completing all four questions click “save answers.” You will be directed back to the main authentication set up page.

don't lose access to your account!


Please select questions to answer below. **Your admin requires you to set up 4 questions, and answers must be at least 3 characters long.**


Security question 1

What was the name of your favorite stuffed animal? 


















































BoBo 


















































Security question 2

What is your favorite food? 

Durian 


In what city does your nearest sibling live?
What is your mother's middle name?
What was the name of your first pet?
What is your father's middle name?
In what city did you meet your first spouse/partner?
In what city was your father born?
In what city was your first job?
In what city was your mother born?
What is the last name of your favorite teacher in high school?
What is your oldest sibling's middle name?
What was the first and last name of your childhood best friend?
What was the first and last name of your first significant other?
What was the name of the hospital in which you were born?
What was the name of the street of your first childhood home?
What was the name of your childhood hero?
What was your childhood nickname?

back

After you have answered two or three of the questions you can click “finish” to continue to Office 365.

Microsoft Service

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ✓ Authentication Phone is set to +1 717 [redacted] [Change](#)
- ✓ Authentication Email is set to [redacted]@gmail.com. [Change](#)
- ✓ 4 Security Questions are configured. [Change](#)

If you ever need to change any of your information go to <https://aka.ms/ssprsetup>