

Instructions for Setting Up Your New Portal Account

1. Go to <https://office.com>
(If you already have an Office 365 account, please use a different browser or incognito mode/private window).
We recommend using either Google Chrome or Mozilla Firefox.
2. Click **Sign In**



3. Enter your user name provided in the Online ASR Access email



Sign in

No account? [Create one!](#)

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

[Next](#)

4. Enter your temporary password as provided in the Online ASR Access email



← john.smith@mywesleyan.org

Enter password

Password

[Forgot my password](#)

Sign in

5. Enter the temporary password again, along with a new password



john.smith@mywesleyan.org

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

.....



.....



.....



Sign in

6. After changing your password, you will be prompted to provide additional information in case you need to reset your password.



john.smith@mywesleyan.org

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

7. Please setup the alternative contact methods by clicking on **Set it up now** 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 1 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

Please verify your authentication phone number below.

Authentication phone

Select your country or region 
Enter your authentication phone number 

text me

call me

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




Authentication Email

Enter your authentication email address

email me

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 [Change](#)
-  Authentication Email is set to [@yahoo.com](#). [Change](#)
-  Security Questions are not configured. [Set them up now](#)

finish

cancel

8. You will be prompted to choose to reduce the number of times asked to sign in. Please check **Don't show this again** and click **Yes**

Stay signed in?

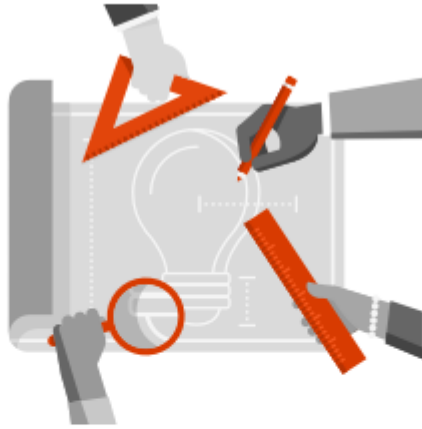
Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

9. On your first time logging in, Microsoft will present information regarding Office 365. Please feel free to go through the slides OR click the X to ignore them.



Get your work done
with **Office 365**



10. You have now completed the setup of the user name and password you will use to access your ASR.
11. When your ASR opens, you will receive an email with a link to connect directly to the ASR.