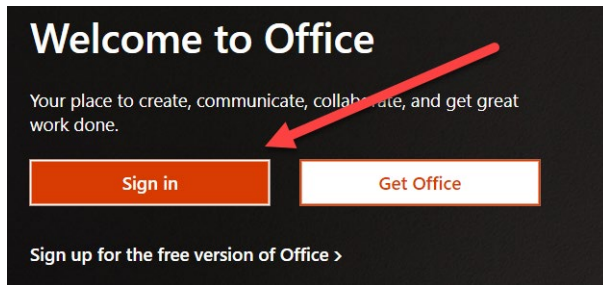


Acuren New 365 Account Set Up

To access your new account please follow these instructions.

On any internet capable device, go the website www.office.com

Click on the option to “Sign in”

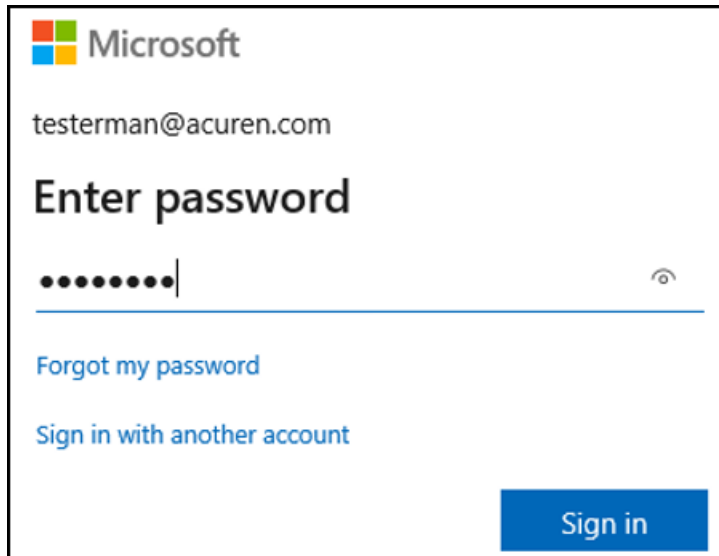


In the “Email address” field type your legal first name followed by a period and your legal last name followed by @acuren.com (email provided by Acuren IT) and click “Next” to continue.

Example 1: legalfirstname.legallastname@acuren.com

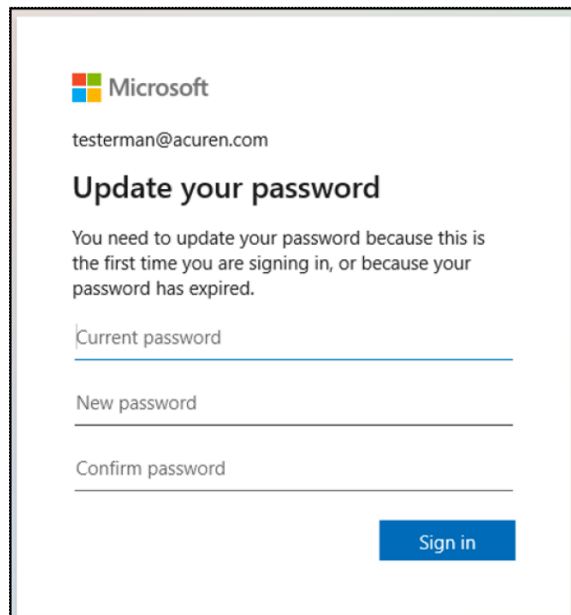
Example 2: William.Smith@acuren.com

You will be prompted to enter a password. Enter the password provided by Acuren IT and click “Sign In”.



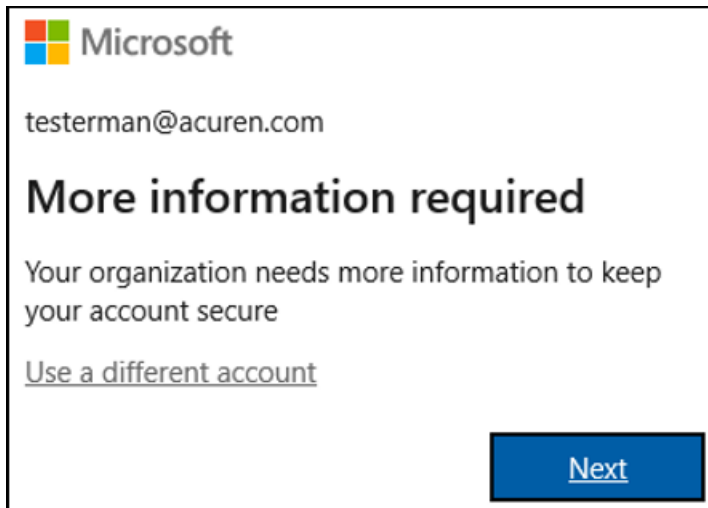
The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the email address "testerman@acuren.com" is displayed. The main heading is "Enter password". There is a password input field with a cursor and a visibility toggle icon (an eye) to its right. Below the input field are two links: "Forgot my password" and "Sign in with another account". At the bottom right is a blue "Sign in" button.

On the next screen you will need to enter your temporary password (provided in email from Acuren IT) as the “Current password”. Create a new password and confirm the new password. Click “Sign In”.

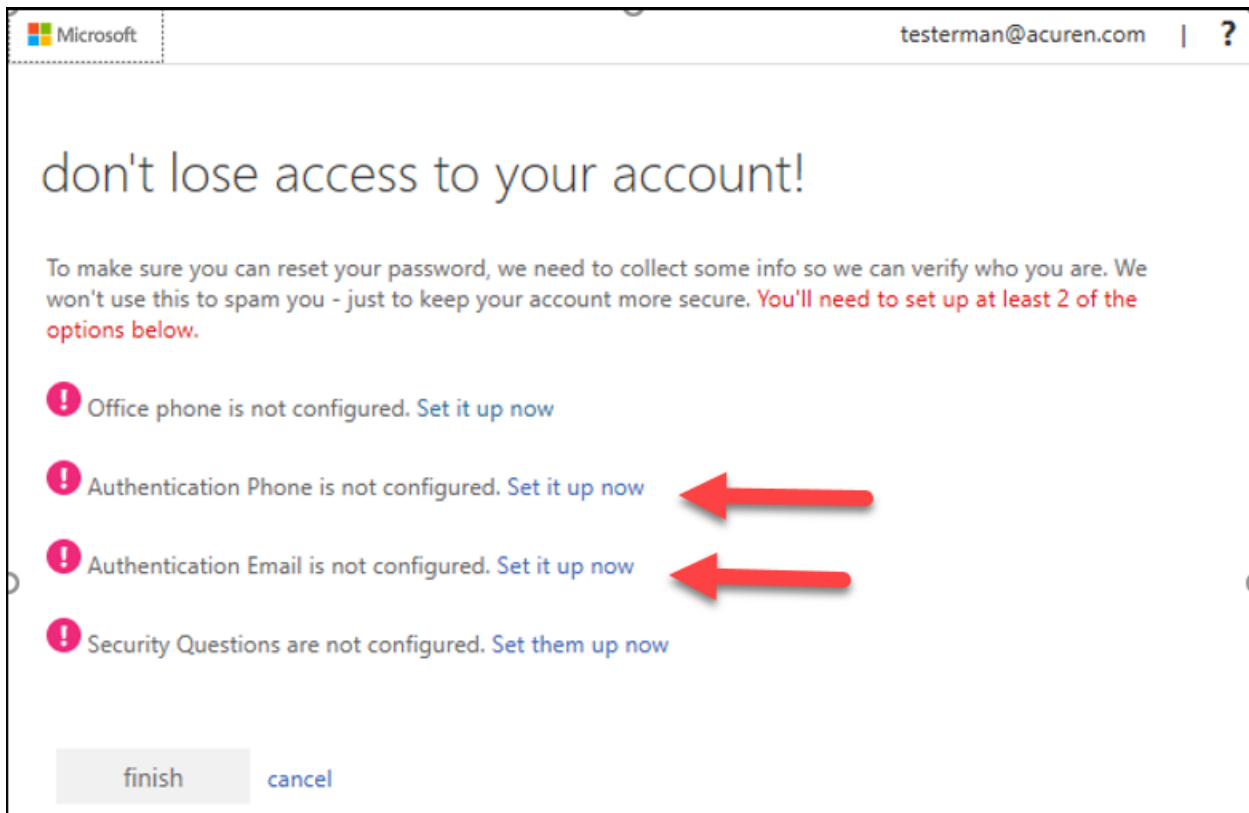


The image shows a Microsoft "Update your password" screen. At the top left is the Microsoft logo. Below it, the email address "testerman@acuren.com" is displayed. The main heading is "Update your password". Below the heading is a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three password input fields labeled "Current password", "New password", and "Confirm password". At the bottom right is a blue "Sign in" button.

Once complete you should see the window below. Click “Next”



And lastly you will configure your “Self-service password reset options”. You must complete at least 2 of the 4 options. We recommend using option 2 (Authentication Phone) and option 3 (Authentication Email).



Use your mobile number for a code to be texted to you and your personal email for a code to email to you as well. Once you have 2 green check marks click “Finish”

Congratulations! Your Acuren 365 account is now complete. You will be taken to the main Microsoft 365 dashboard where you can launch the web based versions of the available apps by clicking on them from the left side bar menu or by using the grid icon in the top left hand corner.

