

# FIND USERNAME FOR NEW TEAM MEMBERS

This guide will support you as a leader on how to create a password for team member to access MyApps – the Scandic internal place for all systems and tools relevant for our employees in their work role (i.e. Workday, Fuse and Scandic Service Portal).

You can create / do password reset on any device and on any network.

All Employees need to access MyApps to verify their account before they can access any system, at first log in. This must be done on a Scandic computer, on a Scandic Network (Scandic.local or Sca\_BoH).

## 1

Instructions on how to access MyApps are found on the starting page in Workday, under Announcements.

Click **“Scandic MyApps Logins”** to get a username report

### Announcements

3 of 4 < >



#### How to access My Apps

This is how you give access to Fuse and Workday to yo...

## 2

The report show if contact information is missing. A **personal email** to receive a verification code needs to be registered before a team member can create an account

Scandic MyApps Logins

This list contain your Team Members user accounts for MyApps to access Fuse, Workday and other tools. Team Member will need a home email registered in Workday to set up a new password to activate MyApps.

1. Manager give username to Team Member
2. Team Member access myapplications.microsoft.com available through any device, personal or Scandic provided
3. Team Member enter username and sets a new password according to instruction
4. Team Member log in to MyApps and open apps like Fuse or Workday

21 items

Department	Team Member	Team Member has home email	My Apps Username	MyAppsURL
Anglia First Impression & Front of House Services	Anglia	●	!ttsiy001@scandichotels.com	myapps.scandichotels.com
Anglia First Impression & Front of House Services	First	●	!ttsiy001@scandichotels.com	myapps.scandichotels.com
Anglia First Impression & Front of House Services	Front	●	!ttsiy001@scandichotels.com	myapps.scandichotels.com
Anglia First Impression & Front of House Services	House	◆	!ttsiy001@scandichotels.com	myapps.scandichotels.com
Anglia First Impression & Front of House Services	Impression	●	!ttsiy001@scandichotels.com	myapps.scandichotels.com
Anglia First Impression & Front of House Services	Services	●	!ttsiy001@scandichotels.com	myapps.scandichotels.com

## INFO

The username and instruction on how to create a password for the account is sent to new employees. If they have not received this information 1. Verify all contact information is correct 2. Contact IT Service desk.

# CREATE / RESET PASSWORD

You need your username to create a password for your account. Your username is sent to you by email. Otherwise, it can be provided by your manager.

To set your password follow the steps below. Password reset can be done on any device and any network. You will also need to verify your account at first log in by following the steps on page two otherwise your account will get blocked. To do this you need to be on a Scandic Scandic computer on a Scandic network (Scandic.local or Sca\_BoH).

**1**

Go to: [passwordreset.microsoftonline.com](https://passwordreset.microsoftonline.com)

**2**

Sign in with username (MyApps username). Verify that you are not a "robot" by retyping the text. Click "Next"

**3**

Select "Email my alternate email".  
Click "Email"

**4**

A verification code will be sent to your **personal** email address. Enter the code and click "Next"

**5**

Create a new passphrase.

1. Choose a memorable phrase or sentence; easy to remember, but also unique and not too obvious.
2. Use a combination of uppercase and lowercase letters, numbers, and special characters to create your passphrase.
3. The passphrase must be at least 14 characters long.
4. Do not use information like: your birth date, pet's name, or any other personal information easily found online.
5. Do not use the same passphrase in more than one account.

Example 1: 25 purple elephants are flying.

Passphrase: **25PurpleElephantsFlyinG!**

Example 2: have played basket since 1993.

PassPhrase: **IH@vePl@yedB@sketSince1993**

**Almost done!**

Your password has now been created.

Before you can log in to any system with your new account you need to verify your credentials. Follow the steps on the next page.

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:  
  
Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

Next Cancel

**Scandic**

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email  
You will receive an email containing a verification code at your alternate email address (so\*\*\*\*\*@test.se).

Email

**Scandic**

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

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

Enter your verification code

Next

**Scandic**

Get back into your account

verification step 1 ✓ > choose a new password

\* Enter new password:  
  
Password strength  
\* Confirm new password:

Finish Cancel

A strong password is required. Strong passwords are 8 to 16 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.

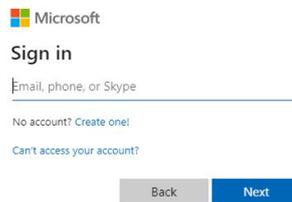
**Scandic**

# VERIFY CREDENTIALS FOR FIRST TIME LOG IN

You need to be on a Scandic Computer connected to a Scandic network (Scandic.local or Sca\_Boh)

1

From a Web browser go to  
MyApps.microsoft.com  
Sign in with your username. Click  
"Next".  
Enter your password and click  
"Sign in"



Microsoft  
Sign in  
Email, phone, or Skype  
No account? Create one!  
Can't access your account?  
Back Next



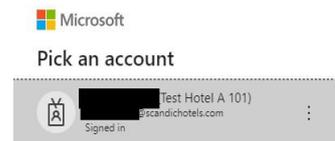
Scandic  
← lotte.testar3@scandichotels.com  
Enter password  
.....  
Forgot my password  
Sign in

2

Click "Next" and pick the  
account. Make sure it is the  
correct account and then press  
"Continue"



Scandic  
@scandichotels.com  
More information required  
Your organization needs more information to keep  
your account secure.  
Use a different account  
Learn more  
Next  
Need Help? Contact IT ServiceDesk at +46851735100  
07-17 office hours  
This service is for the exclusive use of Scandic Hotels  
employees and partners.



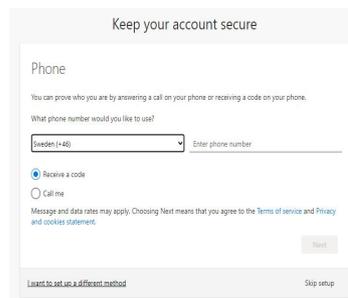
Microsoft  
Pick an account  
Test Hotel A 101  
Signed in  
@scandichotels.com



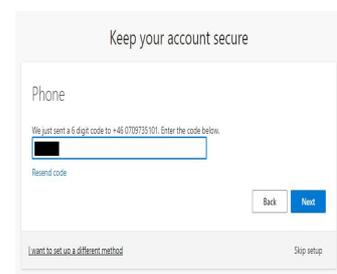
Scandic  
@scandichotels.com  
Continue to sign in?  
When you sign in, we use your account to sign you  
in to other Microsoft apps and services.  
Learn more at aka.ms/sso-info  
Don't sign in Continue

3

Choose the correct **country** in the  
drop down meny. Enter your  
**mobile phone number** and click  
"Next"  
Enter the verification code



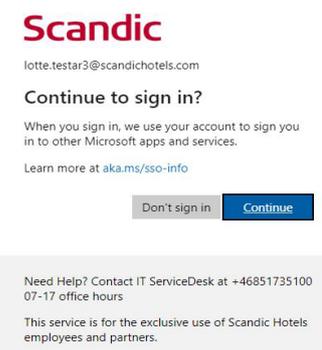
Keep your account secure  
Phone  
You can prove who you are by answering a call on your phone or receiving a code on your phone.  
What phone number would you like to use?  
Sweden (+46) Enter phone number  
Receive a code  
Call me  
Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy  
and cookies statement.  
Next  
Want to set up a different method Skip setup



Keep your account secure  
Phone  
We just sent a 6 digit code to +46 0709735101. Enter the code below.  
Resend code  
Back Next  
Want to set up a different method Skip setup

4

To keep your account secure  
press "Next" and "Done"  
Press "Continue" to sign in to  
your account



Scandic  
lotte.testar3@scandichotels.com  
Continue to sign in?  
When you sign in, we use your account to sign you  
in to other Microsoft apps and services.  
Learn more at aka.ms/sso-info  
Don't sign in Continue  
Need Help? Contact IT ServiceDesk at +46851735100  
07-17 office hours  
This service is for the exclusive use of Scandic Hotels  
employees and partners.

## CONGRATULATIONS!

You can now access Scandic's internal systems such as Fuse, Workday and Scandic Service Portal. To make it easier to access these systems outside of a Scandic network, you should also download the Authentication app on your mobile phone. The guide (there is also a video guide) can be found in MyApps "Scandic Service Portal", tap on the text Knowledge.

Scandic