INSTRUCTIONS FOR LEADERS

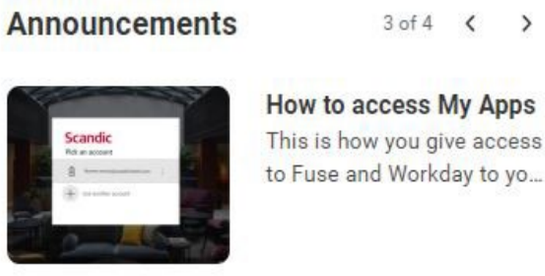
FIND USERNAME FOR NEW TEAM MEMBERS

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

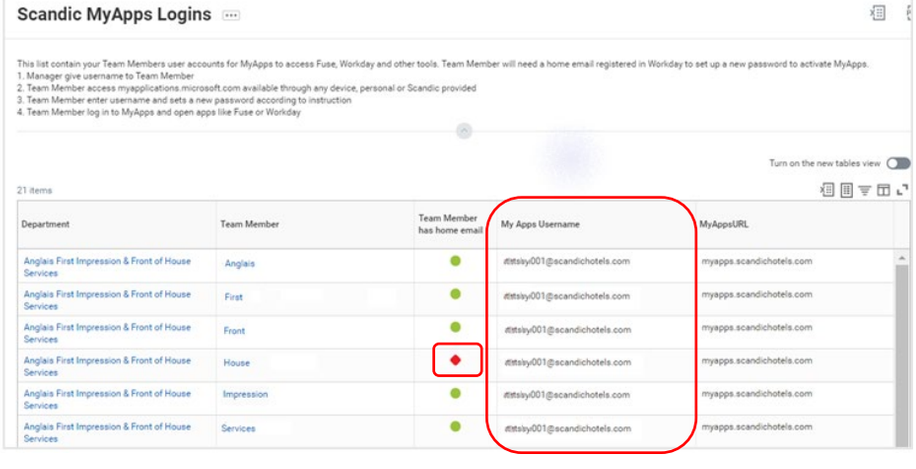
Instructions on how to access MyApps are found on the starting page in Workday, under Announcements.

Click **"Scandic MyApps Logins"** to get a username report



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



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.

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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

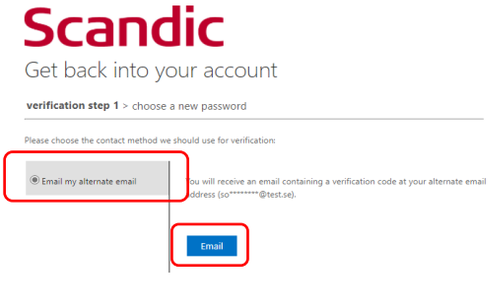
Go to: passwordreset.microsoftonline.com

2

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

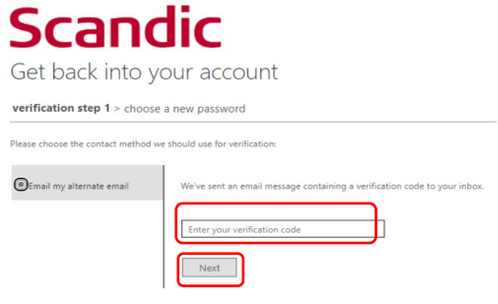
3

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”**

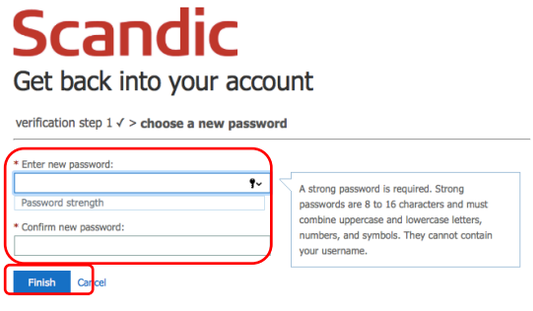


5

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.

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VERIFY CREDENTIALS FOR FIRST TIME LOG IN

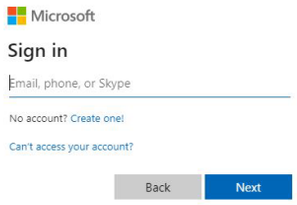
You need to be on a Scandic Computer connected to a Scandic network (Scandic.local or Sca_Boh)

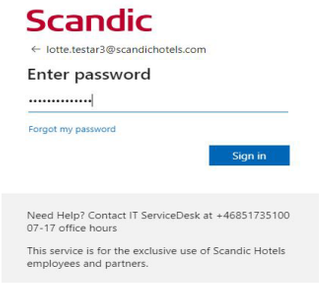
1

From a Web browser go to MyApps.microsoft.com

Sign in with your username. Click “**Next**”.

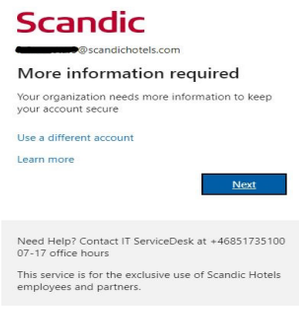
Enter your password and click “**Sign in**”

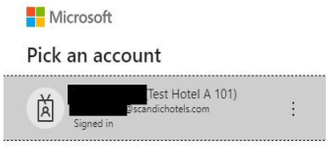


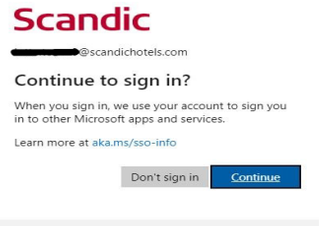


2

Click “**Next**” and pick the account. Make sure it is the correct account and then press “Continue”



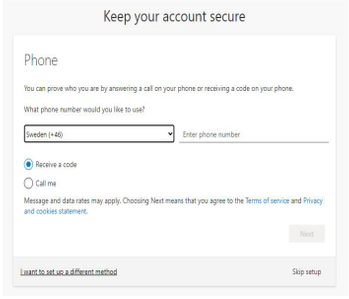


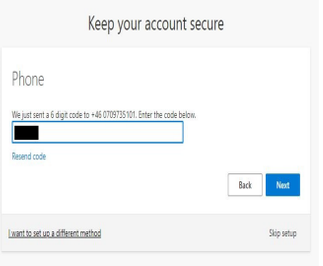


3

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

Enter the verification code

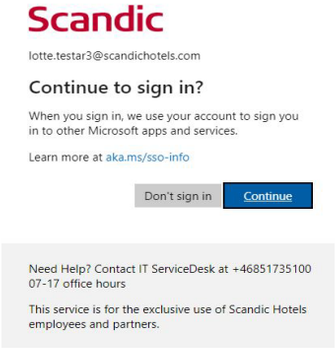




4

To keep your account secure press **“Next”** and **“Done”**

Press “**Continue**” to sign in to your account



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.

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