

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. You will also need to verify your account at first log in by following the steps on page three otherwise your account will get blocked. For first time log in you need to be on a Scandic network.

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**

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.

Almost done!

Your password has now been created.

If this is the first time you log in to any system you will need to verify your credentials.

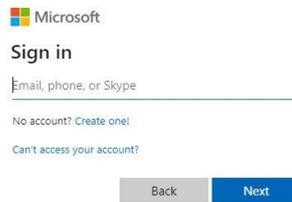
Follow the steps on the next page.

Scandic

VERIFY CREDENTIALS FOR FIRST TIME LOG IN

1

From a Web browser go to MyApps.scandichotels.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



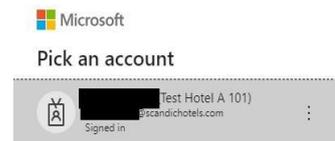
Scandic
@scandichotels.com
Enter password
.....
Forgot my password
Sign in
Need Help? Contact IT ServiceDesk at +46851735100 07-17 office hours
This service is for the exclusive use of Scandic Hotels employees and partners.

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.



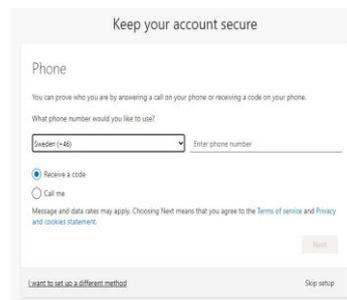
Microsoft
Pick an account
Test Hotel A 101
Signed in @scandichotels.com



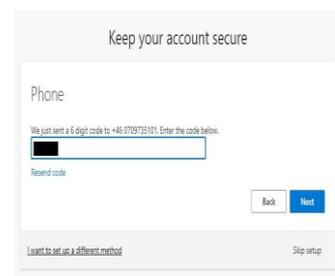
Scandic
@scandichotels.com
Continue to sign in?
When you sign in, we use your account to sign you in to other Microsoft apps and services.
Learn more at aka.ms/ssso-info
Don't sign in Continue
Need Help? Contact IT ServiceDesk at +46851735100 07-17 office hours
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3

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



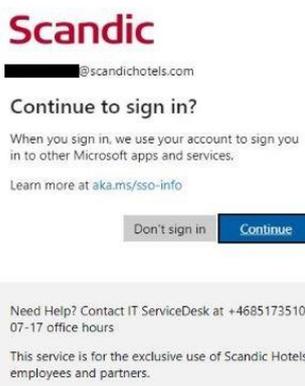
Keep your account secure
Phone
You can prove who you are by answering a call on your phone or receiving a code on your phone.
What phone number would you like to use?
Sweden (+46) Enter phone number
Receive a code
Call me
Message and data rates may apply. Choosing Next means that you agree to the Terms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



Keep your account secure
Phone
You just sent a 6 digit code to +46 0709735101. Enter the code below.
Retend code
Back Next
Link 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
@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/ssso-info
Don't sign in Continue
Need Help? Contact IT ServiceDesk at +46851735100 07-17 office hours
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CONGRATULATIONS!

You can now access Scandic's internal systems such as Fuse and Workday.

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