

# 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!**

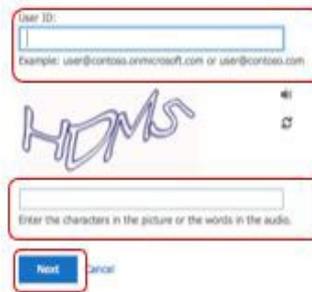
Example 2: have played basket since 1993.

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

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.



Scandic

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

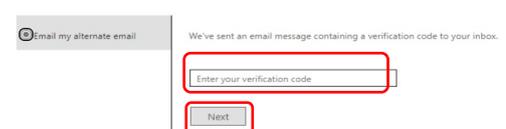


Scandic

Get back into your account

verification step 1 > choose a new password

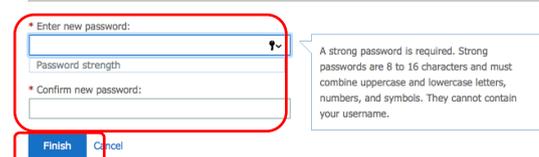
Please choose the contact method we should use for verification:



Scandic

Get back into your account

verification step 1 ✓ > choose a new password



**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.

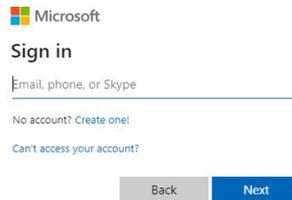
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# VERIFY CREDENTIALS FOR FIRST TIME LOG IN

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"



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

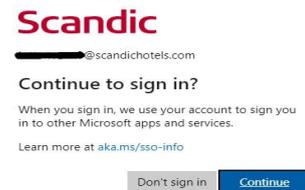
Click "Next" and pick the account. Make sure it is the correct account and then press "Continue"



Scandic  
@scandichotels.com  
More information required  
Your organization needs more information to keep your account secure  
Use a different account  
Learn more  
Next



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

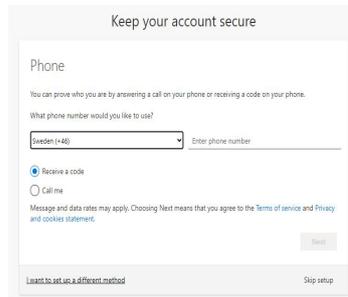


Scandic  
@scandichotels.com  
Continue to sign in?  
When you sign in, we use your account to sign you in to other Microsoft apps and services.  
Learn more at aka.ms/sso-info  
Don't sign in Continue

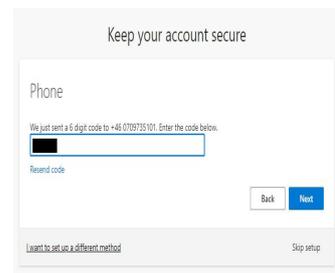


3

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



## 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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