Your SharePoint Account

This document contains the instructions for setting up your permanent password and secondary authentication method for your new SharePoint account. This walkthrough will prepare you to use your new account to access relevant SharePoint sites and documents.

Important: Your organization may have its own Office 365 subscription. If this is true, best practices dictate that you use our SharePoint sites in a separate browser from your default, or whatever browser you use with your own Office 365 account.

1. To begin, click, enter, or copy this link into a fresh browser window: https://portal.office.com

2. You will be prompted to log in with the credentials provided by your CEO/principal/other school administrator. In general, your username is *firstname.lastname@asdoperators.org*. The temporary password is **Achievement1**. You will be prompted to change your password when you first log in. Please use a strong password – eight characters with at least one capital letter and one special character.

3. After you set your password and log in you are going to see an interesting screen. It will look like the screenshot below:

The message is pretty clear: if this is the 30th account you have to remember a password for, but at some point you forget the password because you don't access SharePoint much, then you can set up an Authentication phone or email to ensure you don't lose access to your account. Just click "set up now" and select either a phone or another email account to use this feature. **Note**: this is a required step. You can bypass it, but each time you log in you will be see this screen until you choose an authentication method.

4. This is a good moment to segue into a brief discussion about password management. If you are already an Office 365 user, this will be familiar ground.

Office 365 (which includes SharePoint) passwords are set to expire every 90 days. You will not have to contact a helpdesk to get your password changed. The first time you log in after password expiry, Office 365 will simply tell you it is time to create a new password (a similar process to your first login). You can reuse a password every other reset. You will need to remember two passwords.

In the case of a forgotten password, you can use the **Can't Access My Account** feature that is shown on the Office 365 login screen, as shown below:

ACHIEVEMENT
SCHOOL DISTRICT

Sign in with your work or school account

jane.doe@tn-asd.org

Password

☐ Keep me signed in

Sign in   Cancel

Can't access your account? ⟵

This is why you set up a secondary authentication method in step 3.

5.   Now is the time to go to the Operator's Portal, which is the main hub for Operator's in SharePoint. The link is https://asd2.sharepoint.com/sites/Operators

Alternatively, an LEA team member may have sent you a link to a document library that you need to follow. With your account set up, go ahead and follow that link.

Important After your set up your account, there is a brief "sync" period between SharePoint and Office 365. A ramification of this sync is that you may be redirected to our root site: https://asd2.sharepoint.com. If this happens, wait a few minutes, then try the above site, or the link supplied by LEA Staff. Depending on your network, this sync time can vary.

6. Your Office 365 account is now set up. You will use this account to access **all** SharePoint sites and relevant documents/apps. This will be the only account you will use with our new SharePoint environment.

If you have any issues with account setup, please enter a Help Desk ticket [here](#).