

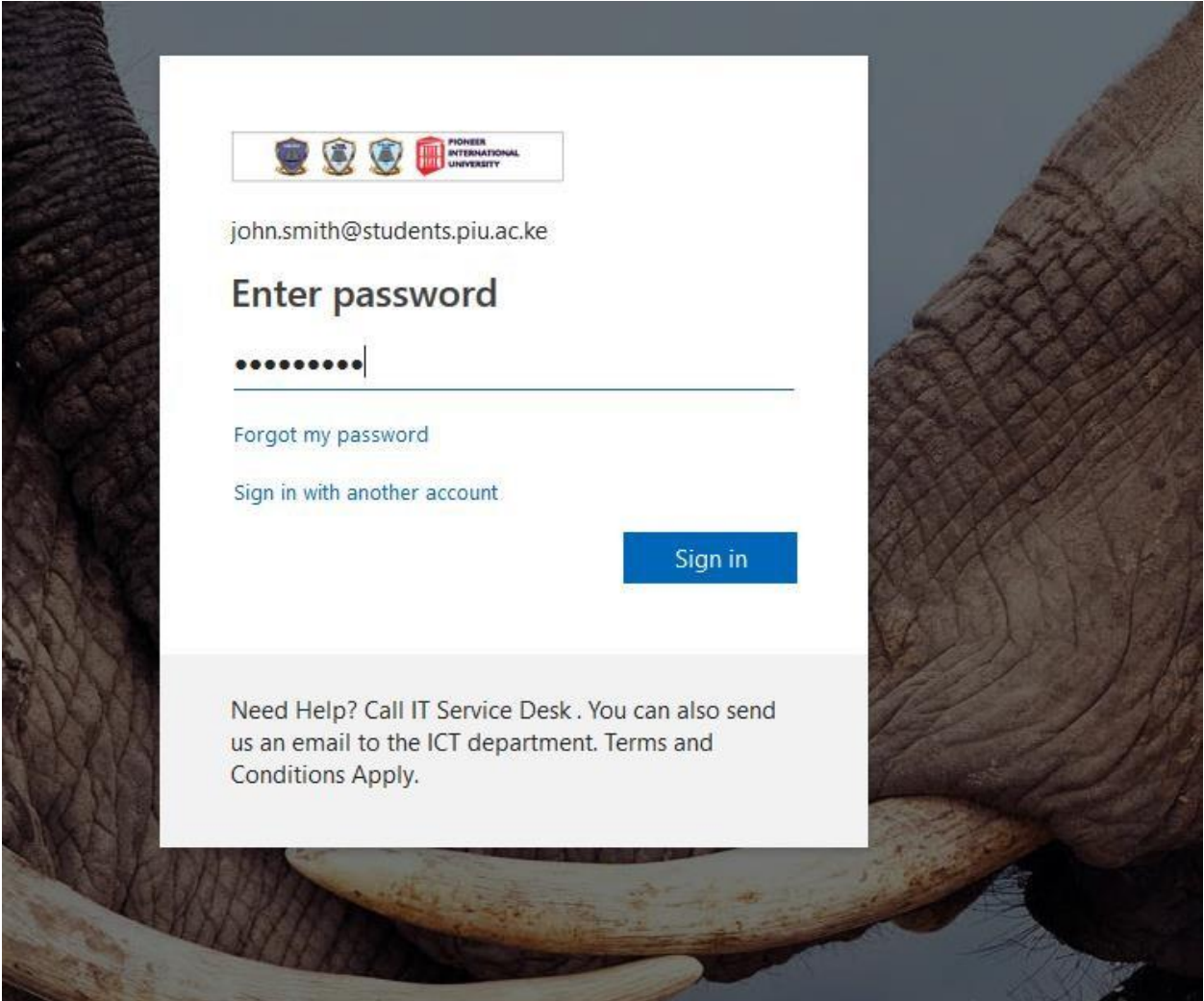
HOW TO LOGIN.

Click on the link or type the link on your preferred web browser to access the office.com portal page; <https://www.office.com/> or simply google **office365** and click on **Office 365 Login | Microsoft Office** after reading the instructions carefully.

1. Enter your Email address and default password provided as below.

e.g. john.smith@students.piu.ac.ke click on next and enter password

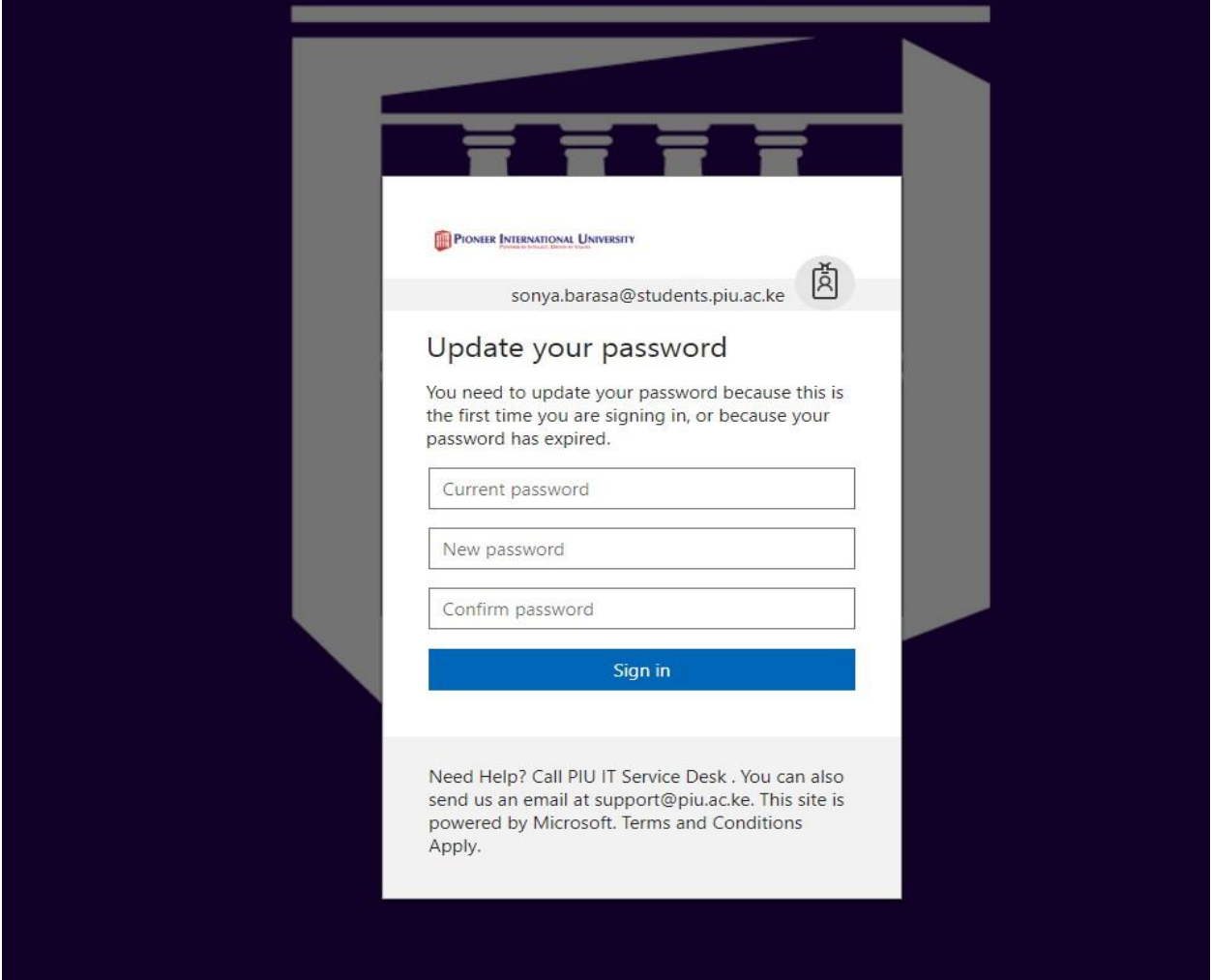
p/w; xxxx@0000 then click, sign in



The screenshot displays a login interface for Pioneer International University. At the top, there is a header with the university's logo and name. Below this, the email address 'john.smith@students.piu.ac.ke' is entered. The main heading is 'Enter password', followed by a password input field containing ten dots. Below the password field are two links: 'Forgot my password' and 'Sign in with another account'. A blue 'Sign in' button is positioned to the right of the password field. At the bottom of the form, there is a footer with the text: 'Need Help? Call IT Service Desk . You can also send us an email to the ICT department. Terms and Conditions Apply.'

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2. A dialogue box will appear as below.

A screenshot of a web application dialog box for updating a password. The dialog box has a white background and is set against a dark blue background with a faint architectural illustration of a building with columns. At the top left, it displays the Pioneer International University logo and name. Below that, the email address 'sonya.barasa@students.piu.ac.ke' is shown next to a user profile icon. The main heading is 'Update your password', followed by a message: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three input fields: 'Current password', 'New password', and 'Confirm password'. A blue 'Sign in' button is positioned below the fields. At the bottom, there is a help section: 'Need Help? Call PIU IT Service Desk . You can also send us an email at support@piu.ac.ke. This site is powered by Microsoft. Terms and Conditions Apply.'

Type in your current password ([current password is the initial password given or provided](#))

You are required to change your password by typing in your new preferred password and confirm your new password.

NB: Password should be alphanumeric i.e. contains letters, numbers and a special character e.g. @

[Passwords are case sensitive.](#)

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Once done, click on sign in, then click next

3. A dialogue box will appear as below.



don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to sp
secure. You'll need to set up at least 2 of the options below.

! Authentication Phone is not configured. Set it up now

! Authentication Email is not configured. Set it up now

finish

cancel

You are required to key in your phone number e.g. 07xx xxx xxx on the first option by clicking 'set it up now' as below. Make sure to select Kenya (+254) on the drop-down menu. Then click on the text me tab

HOW TO LOGIN.



don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Kenya (+254) ▼
0711111111

text me

call me

back

1. Key in the six-code digit sent on to your phone as below, then click on verify

We've sent a text message containing a verification code to your phone.

523649

verify

try again

back

If successful, a green tick will appear as below.

HOW TO LOGIN.



don't lose acce

To make sure you can reset you
secure. You'll need to set up at l

✔ Authentication Phone is set

! Authentication Email is not

finish

cancel

2. Repeat the same process as above for option B for the email address. You are required to use your own personal email address e.g. Gmail, yahoo etc.
3. Once you're done, two green arrows will appear as below to show that your schools email address has been set up successfully.



don't lose acce

Thanks! We'll use the info below

✔ Authentication Phone is set

✔ Authentication Email is set 1

finish

cancel

Then click on finish. {Account is now activated.}