ISTITUTO ITALIANO
DI TECNOLOGIA

How to setup your IIT account at first login

Author: *Galeotta / Mariotti*
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Introduction

This guide describes how to set up your IIT account before using it.

Step-by-step guide

Below are the steps to help a new IIT user to configure the IIT account for the first time:

1. Connect to the Microsoft Account configuration portal https://myaccount.microsoft.com/

2. Enter the password and then click on “Sign In”



3. The system will ask you to change your password: please insert the password you received and then enter a new one (twice). Please beware of the password requirements below.

Password Requirements

Passwords must contain characters from three of the following categories:

- Uppercase and Lowercase characters of European languages (Aa - Zz);
- Base 10 numerical digits (0 to 9);
- Not-alphanumeric characters: ~ ! @ # $ % ^ & * _ - + = ` | \ ( ) { } [ ] : ; " ' < > , . ? / ;
- Any character that is categorized as an alphabetic character but not uppercase or lowercase. This includes Unicode characters from Asian languages.

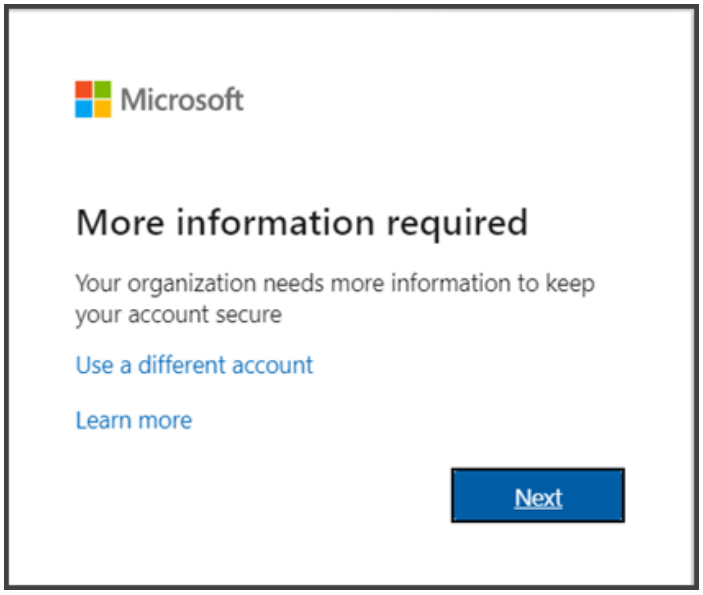
Passwords must **not contain** the user's name or the full name of the account.

Security password policy presents the following parameters:

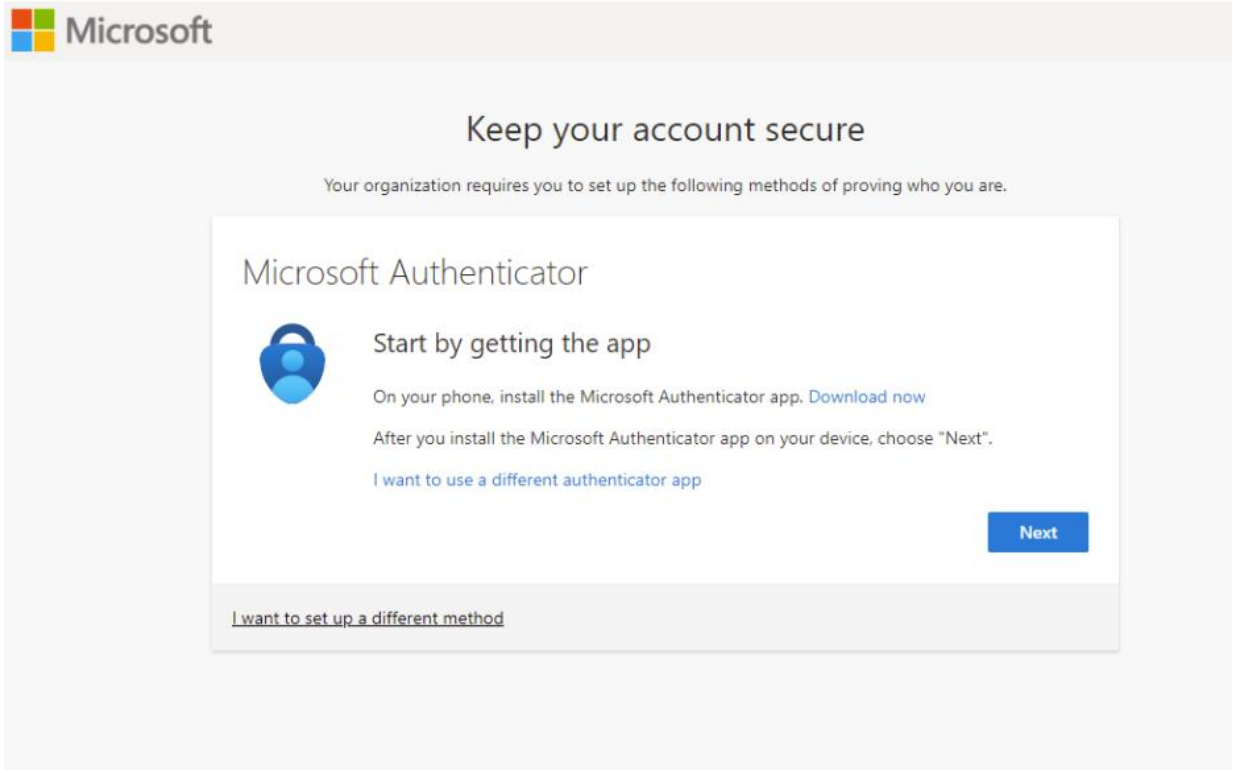
- Enforce password history: 24 passwords remembered;
- Maximum password age: 90 days;
- Minimum password length: 7 characters.

4. You can now proceed with the initial setup of your account, configuring Multi-Factor Authentication, please click on "Next" to proceed (see below)

   MFA is an authentication system that requires more than one distinct authentication factor for successful authentication (ex. Password and PIN), this protects your account in case the primary factor (i.e. the password) is stolen or lost.
   You can use two different methods as secondary factors: via mobile (a mobile phone number where a one-shot PIN is sent) or via Application, the Microsoft Authenticator App for Android, iOS, Windows Phone

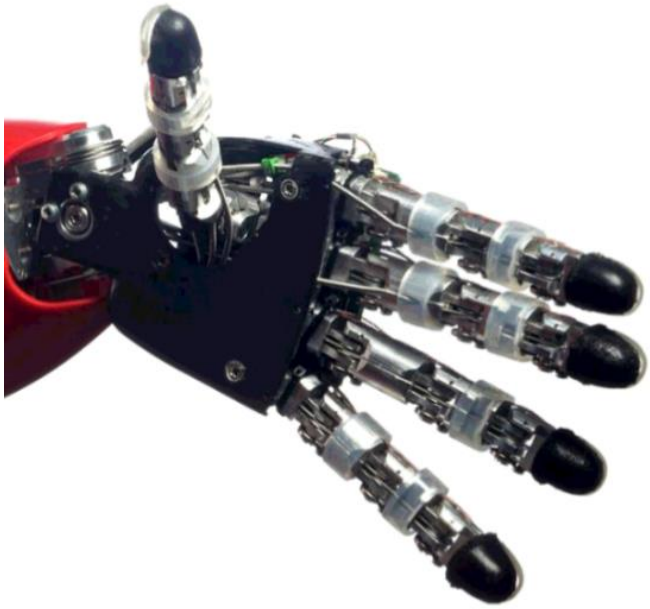


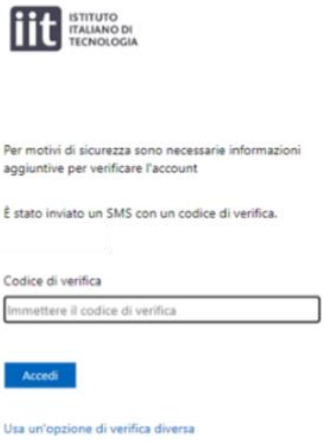
5. Now please configure a second authentication factor by installing Microsoft Authenticator on your Mobile. Please note that you can use a different authenticator app (see below). Once it's done, please click on "Next"



6. When the authentication method has been saved, please connect to the webmail at the following address https://outlook.office.com to check that everything is working properly, you will be asked for the new

password and then to use the secondary authentication factor.





7. CONGRATULATIONS, you completed the initial IIT account configuration, now you can use your credentials to use email, login into computers, access IIT services and more.