

GADC

Office365 Setup Information



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# Introduction

The following information is for GADC and is considered confidential and priviledge.

Information about accessing various cloud components related to IT for GADC

# Office 365

Admin Account – to manage Office365, setup new users etc. There are 2 admin accounts

U: tech@gadc.org.kh

P: Ilovesw33tpotatoe (contact support@lloc.com.au ) to access this information. **DO NOT DELETE this account or change it password** as it’s linked to purchasing of licenses and NGO portal. This password is change to Ilovesw33tpotatoe13

Global Admin – for GADC IT

U: admin.gadcorg@gadc.org.kh

P: G=9g5^jubvhpiJ// change to G9=Lork\_Mafia@35

Recovery phone number:

Recovery e-mail: [roathkanel@gmail.com](mailto:roathkanel@gmail.com)

***Note: Kanel will reset recovery credential for above recovery information.***

All management access to Office365 is through the web portal or via Outlook client

[https://Portal.office.com](https://Portal.office.com/) [https://Portal.office.com](https://Portal.office.com/)

## User details

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Display name | Username/Primary Email | Alias | Old Password | New Password | Office License | Setup | Office Edition | Transit to New E-mail |
|  | Ms. Eng Chandy | eng.chandy@gadc.org.kh | anm@gadc.org.kh | Mab23317 | J@P9uT&p | Yes | Yes | Premium | Yes |
|  | Mrs. Heng Manith | heng.manith@gadc.org.kh | fo1@gadc.org.kh | Gan41844 | $2uFG@HK | Yes | Yes | Standard | Yes |
|  | Mr. Roath Kanel | roath.kanel@gadc.org.kh | kanel.roath@gadc.org.kh | Bum00203 | .4gvBhImT04W{-/b | No | No | N/A | Yes |
|  | Ms. Kong Sreyleab | kong.sreyleab@gadc.org.kh | cdo2@gadc.org.kh | Jad89277 | Q99gH5B4U[S3 | Yes | Yes | Standard | Yes |
|  | Mr. Ne Jony | ne.jony@gadc.org.kh | Jony\_pm@gadc.org.kh | Vas90150 | '/2a2RjTY.{f!@RV | Yes | Yes | Premium | Yes |
|  | Ms. Norm Sina | norm.sina@gadc.org.kh | com1@gadc.org.kh | Suz21542 | <User managed> | Yes | Yes | Standard | Yes |
|  | Ms. Phat Malyta | phat.malyta@gadc.org.kh | Malyta\_cco@gadc.org.kh | Cul39328 | )'PA^;eG~$pfKb1K |  | In progress |  |  |
|  | Operation Volunteer (Currently Mini) | operations-volunteer@gadc.org.kh | N/A | Duc94172 | b{z\*-QX2$X1Pq1si | Yes | Yes |  | Yes |
|  | Mrs. Phon Somphoszana | phon.somphoszana@gadc.org.kh | hrao@gadc.org.kh   info@gadc.org.kh | Bun56116 | s=WUQs)Efc37 | Yes | Yes | Premium | Yes |
|  | Ms. Prak Chanphosda | prak.chanphosda@gadc.org.kh | ano@gadc.org.kh | Xun85200 | U$y8yZx@ | Yes | Yes | Premium | Yes |
|  | Ms. Rim Phatbopha Phoung | RimPhat.BophaPhoung@gadc.org.kh | cdo3@gadc.org.kh | Fap32702 | 8Z+zbDvUON)u | Yes | Yes | Standard | Yes |
|  | Mrs. Ros Sopheap | ros.sopheap@gadc.org.kh | ed@gadc.org.kh | Cud09500 | g1xX5YHKH | Yes | Yes | Standard | Yes |
|  | Ms. Say Sreignep | say.sreignep@gadc.org.kh | cdo1@gadc.org.kh | Xos17647 | \AuH~f5JtSbH)Jet | Yes | Yes | Standard | Yes |
|  | Scanner | scanner@gadc.org.kh | scanner@gadc.org.kh | Jaq69941 | pTaa=,,l1:D|iROj | No | No | N/A | N/A |
|  | Ms. Sokchea Touch | sokchea.touch@gadc.org.kh | fo@gadc.org.kh | Joh01827 | 7sYE0'\_kpBKaoc.# | Yes | Yes | Standard | Yes |
|  | Mrs. Suong Chanlina | suong.chanlina@gadc.org.kh | fm@gadc.org.kh | fO@Z03WDUzJIi!E | | Yes | Yes | Premium | Yes |
|  | Mr. Uy Chanthon | uy.chanthon@gadc.org.kh | pd@gadc.org.kh | Rux36244 | Pd$2015# | Yes | Yes | Premium | Yes |
|  | Seavmey Ngorn | ngorn.seavmey@gadc.org.kh | | {&5YDw:':Lpdt#s^ | | Yes | Yes | Premium | Yes |
|  | Sayaneth Hang | Hang.sayaneth@gadc.org.kh | | {)KpC,6Ya$N{@q!1 | | Yes | Yes | Premium | Yes |
|  | Monyroth Thlork | Thlork.monyroth@gadc.org.kh | | {<0B4Nen[T9\NP:@ | | Yes |  | Standard |  |
|  | Finance Volunteer (Currently Mini) | Finance-volunteer@gadc.org.kh | | O[{RPzW&wl94}2&Y | |  |  |  |  |
|  | Ngann Thanak | [Ngann.thanak@gadc.org.kh](mailto:Ngann.thanak@gadc.org.kh) | | RS54d6j36VcFR@69 | |  |  |  |  |
|  | Khum Phearith | khum.phearith@gadc.org.kh | | =DZkoM61b | |  |  |  |  |
|  | Ly Sophea | ly.sophea@gadc.org.kh | | (user managed) | |  |  |  |  |
|  | Ros Kunthea | ros.kunthea@gadc.org.kh | | H311eVzf7 | |  |  |  |  |
|  | Yong SroEm | yong.sroem@gadc.org.kh | | z41pb7Nib | |  |  |  |  |
|  | Chhorn Phallay | chhorn.phallay@gadc.org.kh | | 0[GacPLt\* | |  |  |  |  |
|  | Chea Sophea | Chea.sophea@gadc.org.kh | | 6vP7Rj9fa | |  |  |  |  |
|  | Chea Engmey | Chea.engmey@gadc.org.kh | | sBrC945By | |  |  |  |  |
|  | Linh Sophorn | Linh.sophorn@gadc.org.kh | | C66KeJ9al | |  |  |  |  |
|  | Oeurn Samonn | Oeurn.samonn@gadc.org.kh | | b4GpT7E5k | |  |  |  |  |
|  | Pov Pisey | Pov.pisey@gadc.org.kh | | 8DdW9m6U5 | |  |  |  |  |
|  | Pech Sopheak | pech.sopheak@gadc.org.kh | | WdG8FBB3H | |  |  |  |  |
|  | Songva Phoungvyna | songva.phoungvyna@gadc.org.kh | | p1FyKpaJN | |  |  |  |  |
|  | Seng Sopheak | seng.sopheak@gadc.org.kh | | kSw<7g4vj | |  |  |  |  |

Note:

* New IT should provide responsibility of own password to each user.
* When staff movement IT must update the distribution list and permission of OneDrive share folder (using this account [admin.gadcorg@gadc.org.kh](mailto:admin.gadcorg@gadc.org.kh))

# NGO Setup & Access

The following two websites are used for management of your NGO status. Office NGO portal is something you would really need to use. TechSoup is where you can purchase various donated software applications.

## Office Charity Portal

This is used to manage you MS Office Charity Status, generally this should not be needed, now that you have been approved.

As all additional Microsoft software donations will be done through TechSoup

Website

<https://nonprofit.microsoft.com/ngoportal>

Your user IDs

U: tech@gadc.org.kh

P: Ilovesw33tpotatoe (contact support@lloc.com.au ) to access this information. **DO NOT DELETE this account or change it password** as it’s linked to purchasing of licenses and NGO portal

U: admin.gadcorg@gadc.org.kh

P: G=9g5^jubvhpiJ//

## TechSoup

GADC is now registered with TechSoup – this will give you access to a lot of very cheap software that is donated from software vendors including Microsoft.

<https://cambodia.techsoup.global/>

u: [fm@gadc.org.kh](mailto:fm@gadc.org.kh)

p: kpbKXjShVDxT4%3L note: failed to access new pwd=Tech@soup.com168

# Host Cambodia – website & DNS

cPanel Platform

Server:  <https://takeo.hcservers.com:2083/>

User name: gadcorg

Password: 2j/.-Fr9j1%R(`4# change to l+o=qg%[^-np

FTP password = P#%&-Lm~UrRa changed by me