**Hi**

**We are very happy to have you join** [**DXC Technology**](https://www.dxc.technology/)

As part of New Profile/Laptop configuration, We would like to inform few Important steps to be taken care before configuring the Laptop.

**Please do these 2 steps before starting to configure New Laptop. You can even do these steps from your Personal Laptop**

Step 1: **GLOBAL PASSWORD RESET** (It’s a One password for all your DXC accounts which needs to be refreshed every 3 months)

Log in to the DXC Global Pass Password Reset Tool (<https://id.csc.com>) using your Global Pass User ID (shortname) and temporary password above to:

|  |  |
| --- | --- |
| **Short Username** | <As shared by your Hiring Manager> |
| **Temporary Password** | <As shared by your Hiring Manager>> |

a.           Reset your temporary password. Review the DXC Global Pass password rules (<https://gpl.amer.csc.com/siteminderagent/pwcsc/helpinfo.dxc.html#help2>) before you set your password.

b.           Set up five security questions and answers in case you forget your password.

Step 2: **Set up Multifactor Authentication (MFA) / VIP Symantec. This Step you need to do this on your SmartPhone “(Mobile Device)**

a.           Download VIP Symantec Application from Play store/ Appstore in your Phone.

b.           Login to <https://mfa.ssp.csc.com/vipssp/>  with your DXC Global Short username and New Password, refer (<https://gpl.amer.csc.com/siteminderagent/pwcsc/mfa.dxc.html>) for any clarifications..

c.           Click on **register** and 1.add the name (any name, eg:”Phone VIP” ), 2.Add credential ID (“SYMC…….”displayed on phone), 3.Enter OTP (6 digit number displayed on the phone)

Then open **New PC SETUP document** and follow the instructions given in that document

Once Completed

Follow the **POST configuration Setup** document instructions.