



IT Onboarding

On a Personal Device

Hello, and welcome aboard!

We know you are excited to join the team and are looking for ways to be proactive. You can get a jump start by setting up a few things like Slack, email, and even reset your temporary password using your personal device. If you are up for the challenge, look for the welcome sheet sent to your email and follow the instructions below.

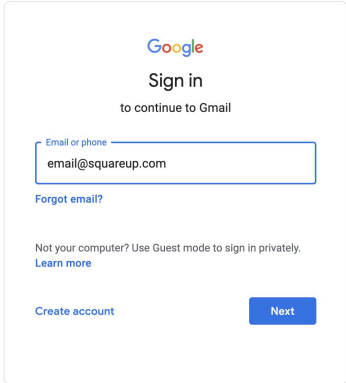
Don't get discouraged if you can't complete all the steps. You can join the IT New Hire Office Hours session on your calendar where we can help if you run into any issues.

Square Email	Duo Enrollment	Password Reset	Slack	Help
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On your personal computer you'll want to use an Incognito/Private tab, or a different browser than the one you use to sign into your personal email. Just to keep things separate.

- Open up your browser
- Make sure you're using an Incognito or Private browser window.
- Go to gmail.com and click Sign In
- Enter in your square email address and click next.




Square Email	Duo Enrollment	Password Reset	Slack	What Next
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***Duo** is our 2 factor authentication app we use at Square. Before continuing Download the Duo Mobile app on your phone. We'll use that app in the next steps.*

- After clicking Sign In you should see a login that looks like this



Log in

Please enter your credentials to access G Suite.


Username

Password

Log in

- Sign in using your Square username and Temporary password.
- Click on Start set up and go through the whole process.
 - Choose **Mobile Phone**
 - Enter **Phone Number**
 - Choose **phone type**
 - Select **I have Duo Mobile installed**
 - Open **Duo Mobile app on your phone and Click the +**
 - Scan **QR code**
 - Select **Continue to Login**
 - Click on **Send Me a Push**
 - Approve **Push notification on your phone**
- At the end you'll want to be in your gmail inbox. (How many emails do you have?)


Square Email	Duo Enrollment	Password Reset	Slack	What Next
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Square Password Reset: Your initial temporary Square password will expire in 24 hours, so please make sure to change your password as soon as you can.

- In your browser, go to <https://passwords.sqprod.co/>
- Enter your Square username.
- It will prompt you for your “Old Password”, enter in the temp password on the Welcome Sheet and enter a new password that meets the password requirements.
- That’s it all set!

Square Email	Duo Enrollment	Password Reset	Slack	What Next
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Slack: Slack is Square’s communication tool. If you are not familiar with it, think about it as old school messenger. We’ll show you how to login on a regular browser, so you can start chatting right away. But we do recommend using the app once you have access to your Square computer.


- In your browser, go to <http://square.slack.com/> or <http://cash.slack.com/> if your are a Cash employee
- Click on **Sign in with Google**
- Select **Send Me a Push**
- Approve Push notification on your Phone

Square Email	Duo Enrollment	Password Reset	Slack	What Next
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What’s Next?

If you were able to follow all the steps in this doc, congratulations!!! all your Square accounts have been set up. Now the fun part begins, it’s time to set up your Square computer. Continue on following the steps in the link below. If you need help Join the IT New Hire Office Hours on your calendar.

Don’t forget that we are here to help! If you run into any issues, reach out to us in slack at #itsupport, or drop us a line at itsupport@squareup.com.



Visit this link to setup your Square computer

newcomputer.square.com

