

Subject: **Welcome to the IRC!**

Hello [First Name],

Welcome to the **International Rescue Committee!**

Your account information is:

Username: cathiejo

Temporary Password: bkw359Nfr%CSG

Email Address: Cathie.Jomes1@rescue.org

Note: Access to some network resources will not be available immediately. [RescueNet](#) will be available within 24 hours.

Required First Steps for New Employees

All new employees must complete the following steps:

1. Enroll in Password Self-Service

1. Go to <https://selfservice.rescue.org>.
2. Enter the username and temporary password (above) for your IRC account.
3. Select **Login**.
4. Select the **Enrollment** tab at the top.
5. Answer the Security Questions and select **Next**.

2. Change Your Temporary Password

1. Select the **Change Password** tab at the top.
2. Enter your temporary IRC password.
3. Enter a new, unique password which conforms to IRC policy:
 - Must be at least eight (8) characters long
 - Must contain characters from **at least 3** of the following 4 categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (e.g., !, \$, #, %)

Note: After three (3) failed login attempts, IRC accounts are locked for three (3) hours.

3. Read and Sign the IRC's *Acceptable Use Policy*

The [Acceptable Use Policy](#) is a standard of conduct for use of IRC equipment and technology which all IRC employees must adhere to in order to protect our organization's information resources.

Please visit the Acceptable Use Policy page linked above, select the "Read the AUP on Kaya" button, read the policy, and record your acknowledgement.

Next Steps and Additional Resources:

4. Log In to Your IRC Computer for the First Time

If you received a new laptop from IRC or you are logging in to your IRC computer from a location outside the office for the first time, please contact IT Support by emailing helpdesk@rescue.org. A technician from our IT Support team will schedule an appointment with you to complete the computer configuration, enable required security features, and assist you with logging in.

Note: You will not be able to log in to the IRC computer until you have completed your session with an IT Support technician.

5. Important Resources

1. **Outlook on the web** <https://outlook.office365.com>: Log in with your @rescue.org email address and new password. (*Make sure you've changed your temporary password first!* Review the "Change Your Temporary Password" section of this email above.) For quick tips on using the Outlook desktop app, also see [Outlook Quick Start Guide](#).
2. **IRC OneLogin** <https://rescue.onelogin.com>: OneLogin is a *single sign-on* service that allows you to access many separate IRC business applications (such as RescueNet, Box, and ADP) using just your IRC username and password.
3. **RescueNet** <https://rescuenet.rescue.org>: Browse IRC's intranet for the latest news and announcements, policies, forms, and other departmental information.
4. **Box** <https://rescue.app.box.com>: IRC uses Box as its document management system
5. **Phishing and Suspicious Emails** <https://rescuenet.rescue.org/i/phishing>: Learn about the Phishing Simulation Program, how it may impact you, and the importance of business data security.
6. **IT Service Catalog**: Review the services that our IT teams provide.
7. **IT Training Calendar**: Review information about Technology Training at the IRC and ongoing training for apps such as Box, Microsoft Office, Microsoft Teams, Zoom, BvA, RescueNet, and more.

If you need assistance, please contact the IT Service Desk using any of the following options:

8. [IT Help Request Form](#) on RescueNet
9. Email helpdesk@rescue.org
10. Call +1-212-551-2747

Thank you & welcome again!