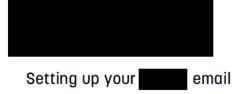# Welcome to █████ «name»!

Logging into your Mac

- Turn on your Mac and enter ██████ for the disk password.

Your █████ account info is below – this account is used for logging into your computer and used for other systems related to █████ (including the ████████ VPN setup which you will perform later).
- Enter ████ Username: «████████id»
- Enter ████ Password: ██████████

After logging in you will receive a series of prompts. Complete & click-through to complete your initial setup. (**If you don't see the prompts right away, try opening System Preferences >** ████)

1. Create User Certificate (**Click Create**)
2. Enable FileVault (Enter ██████ Password: ██████████)
3. Set Primary Device User (Choose **"I am the primary Device User"**)

Resetting your █████ password

Now that you've logged in, you need to reset your █████ password:
- Open Browser and go to ████████.████████com and pick a new password for your ████████ account.

After choosing a new password, your Mac needs to be synced correctly to this new password:
1. Perform a Spotlight search (**CMD key + Spacebar**) for **Keychain Access** and open it.
2. With Keychain Access open, **right click** on **login** (top left side of window) go to **Change Password for Keychain "login"**
3. For **Current Password** field, enter the default password we gave you: ██████████
4. For the **New Password** and **Verify** fields, enter the password you created at **password.████████com** and click OK.

Your █████ password will expire every ████████! This means you will need to change your password every ████████ by following the same steps above.

Request local admin rights

You will need to request local admin rights to your Mac so you can install software:

- Go to the Apple Menu > System Preferences > █████ > Settings tab. **Under "Local Admin Rights",** wait for the button to appear and then click on it ("Request Admin Rights…").

Setting up your ████ email

████ uses Gmail for email communications. So we'll need to get signed into Gmail. You'll want to have your phone ready, you'll need it to setup 2-step verification.

1. Open Google Chrome and navigate to https://gmail.com and click Sign in on the top right hand side.
2. Enter your email address: «████████id»@████tv and then click Next.
3. **Enter the temporary password:** ████████
4. Enter this backupcode: **«gmail_otp»**, (or **«gmail_otp2»**) and then hit Next
5. Click **Accept** on the User Agreement.
6. Set your new password by typing it twice and then clicking Change Password.
7. Click Enroll for the 2-Step Verification (THIS IS REQUIRED) – If you don't get prompted for this, go to **https://myaccount.google.com/security** and click on 2-Step Verification.

████ Login Credentials

Your ████ login is used to access the various services we use every day here. It is used for things like: Salesforce, Slack, Jira, Expensify, Netsuite, Dropbox and more! This account is completely separate from your ████ password and Gmail password.

To gain access to your ████ account and Reset your password:
1. Go to ████████████
2. Under the login prompt, click on **Forgot Password?**
3. Enter your Username:«████████id»
4. Click on Send Request, Check your email back at **https://gmail.com** for instructions on setting your password.

After you've reset your ████ Password you'll need to enroll your phone in DUO.

1. At this point you'll need to get out your **iOS (iPhone) or Android smartphone**. Go to the **App Store or Google Play Store** and install the free app **Duo Mobile by Duo Security Inc.**
2. While the app installs, Go back to your computer and navigate to ████████████████ and sign in.
3. Follow the instructions to **Protect Your ████████ Account.**
4. Once your phone is enrolled, you'll need it at least once a day to sign into your ████ accounts. If this process does not finish successfully, reach out to IT at the nearest walk-up or have someone file at ticket for you at ████████████████