










Welcome to

Logging into your PC


Your  account info is below – this account is used for logging into your computer and used for other systems related to 




- Enter  Username: 
- Enter  Password: 

After logging in you will receive a series of prompts. Complete each click-through to complete your initial setup. **(If you don't see the prompts right away, you can skip to “Resetting your  password”)**



- 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 > go to .  **com** and pick a new password for your  account

After choosing a new password, your PC needs to be synced correctly to this new password:

- Lock your computer screen (Press Windows Key + L)
- Unlock your computer screen with the password you created on .  **com**

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

Setting up your [REDACTED] email

First you need to set up your email account – [REDACTED] uses Google for email.

- Open browser - <https://gmail.com> - Enter the following login information
- Enter Email: [REDACTED]
- Enter Password: [REDACTED]
- Enter Backup Code (One Time Password): [REDACTED]
- Click Accept on the User Agreement
- Change your password when prompted
- **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.**

[REDACTED] Login Credentials

Your [REDACTED] login is used to access the various services we use for day to day business. It is used for things like: [REDACTED] and more! **This account is completely separate from your [REDACTED] account you log into your computer with.**

To gain access to your [REDACTED] account:

1. Go to [https://\[REDACTED\]:\[REDACTED\]](https://[REDACTED]:[REDACTED])
2. Under the login prompt, click on “**Forgot Password?**”
3. Enter your Username: [REDACTED]
4. Click on “**Send Request**”, Check your email for instructions on setting your password.