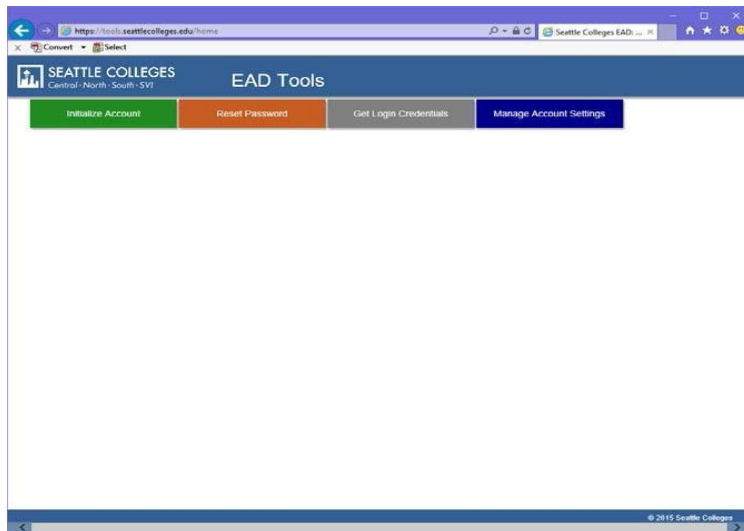


## Initializing Your EAD Account

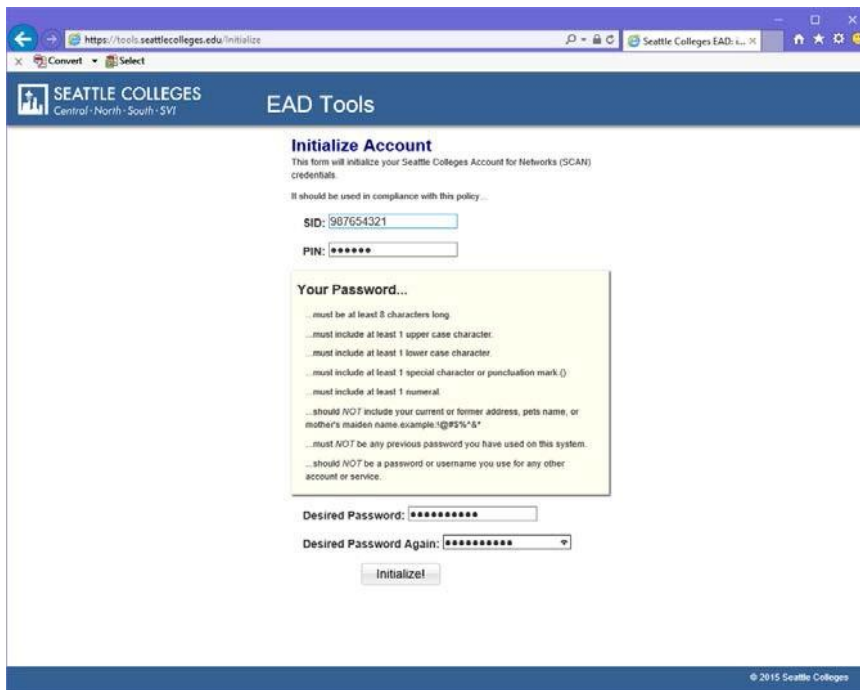
North Seattle College's Office365 email requires an EAD (Enterprise Active Directory) login and password. You can choose to make the password the same as your current email password. This login will be referred to as your "EAD" or "0365" login in future. They are one and the same. After 8/29/16, all new email will be delivered only to your Office365 email inbox.

To initialize your EAD account, you will need your current college SID and PIN credentials.

1. Go to the EAD Tools website: <https://tools.seattlecolleges.edu>.
2. Click on "Initialize Account."



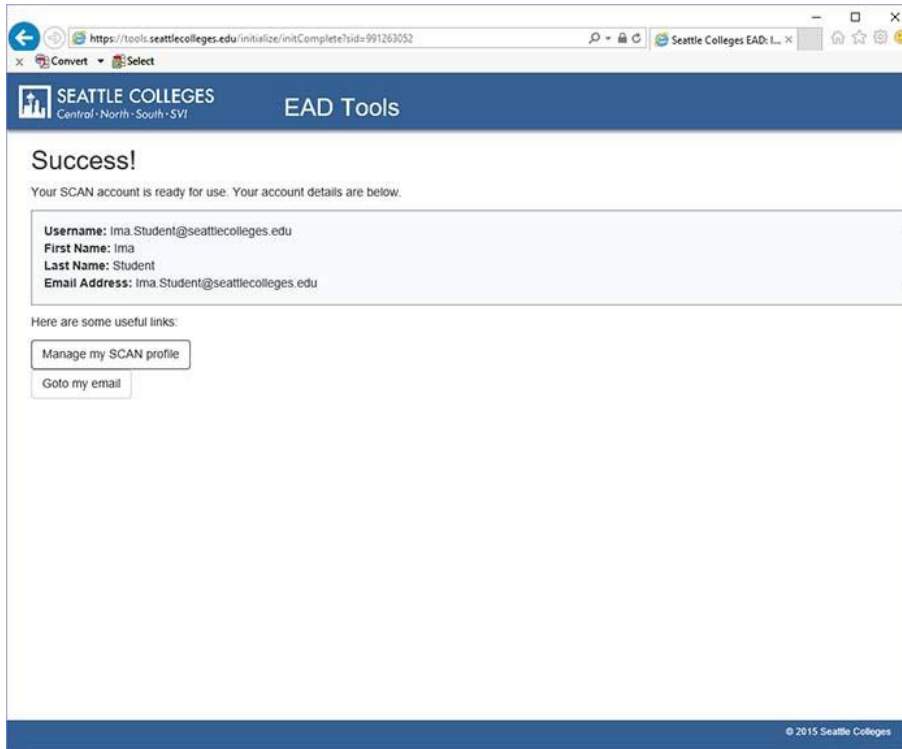
3. Review the parameters for your new password in the light yellow box. Enter your SID and PIN and desired password. Click "Initialize!"

A screenshot of the "Initialize Account" form on the EAD Tools website. The form is titled "Initialize Account" and includes the following fields and instructions:

- A text input field for "SID" containing the value "987654321".
- A text input field for "PIN" with masked characters "\*\*\*\*\*".
- A light yellow box titled "Your Password..." containing the following password requirements:
  - ...must be at least 8 characters long
  - ...must include at least 1 upper case character.
  - ...must include at least 1 lower case character.
  - ...must include at least 1 special character or punctuation mark (!)
  - ...must include at least 1 numeral.
  - ...should NOT include your current or former address, pets name, or mother's maiden name example: "@#%&\*
  - ...must NOT be any previous password you have used on this system.
  - ...should NOT be a password or username you use for any other account or service.
- Text input fields for "Desired Password:" and "Desired Password Again:" both with masked characters "\*\*\*\*\*".
- An "Initialize!" button.

## Initializing Your EAD Account

4. After processing, you will be given your login credentials.



5. Save your login EAD credentials to use to login to your Office365 email starting on August 29, 2016. You are done!

## Office 365 Login

1. Go to <http://office365.seattlecolleges.edu>.
2. Enter your EAD account username and password. Click Sign in.



3. After login, you will be connected to the main menu of the Office 365 portal. Select the "Mail" icon to access your messages.

