First Time Login Instructions

When you are first starting your employment at the School of Management you will need to login to the workstation at your desk and complete some final configuration steps. These same steps are used whenever a new machine is provisioned to you.

You should have received your NetID and PIN via personal email account from Yale University.

If you have not used your PIN to activate your NetID and set a password, please go to a public workstation and point a browser to:

https://veritas.its.yale.edu/netid/ActivateNetID.do

Follow on-screen prompts to complete activation, then return to your office workstation.

Log on to your workstation:

- On your keyboard, press **CTRL + ALT + DELETE**
- Click **Switch User**
- Click **Other User**
- In the username field, type your email address: *firstname.lastname@yale.edu*
- Enter your password
- Press the **Enter** key on the keyboard.

If logging in off site or remotely for the first time to a new machine follow the following guide: First Time Login For Working Remote

Once logged on, look in the Service Catalog for the following instructional documents on configuring your computer:

- How to configure Outlook for Windows
- How to configure Outlook for Mac
- OneDrive synchronization
- Printing Configuration; PaperCut is the standard for Yale SOM. If you need a personal printer installed, please advise the SOMIT technician.
- Map network drive
- Change Browser Home Page
- Configure MyTime
- Log into Crashplan for Backup
- Create a System Restore Point

Please ensure you can log on to each if these websites

- Yale SOM Portal
- EMS Room Reservation
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