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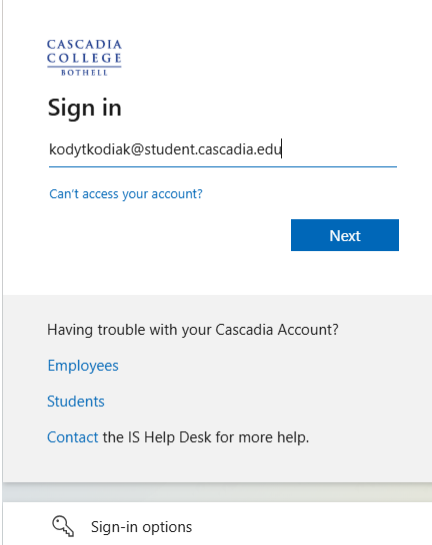
Setting up Your Kodiak Account for First Time Use

Kodiak Account Set Up Overview and Facts

- Kodiak Accounts are created on the first business day after you're admitted to Cascadia College.
- **You need your ctcLink ID to set up your account.** This ID is provided by email from admissions@cascadia.edu, subject: "Admissions Application Approved." If you don't have it, contact [Enrollment Services](#).
- Your Kodiak username and default password will be emailed when your account is ready, from itservices@cascadia.edu with the subject "Next Steps: Set Up Your Cascadia Student Accounts." If you don't receive this email, contact IT Services at itservices@cascadia.edu for help.

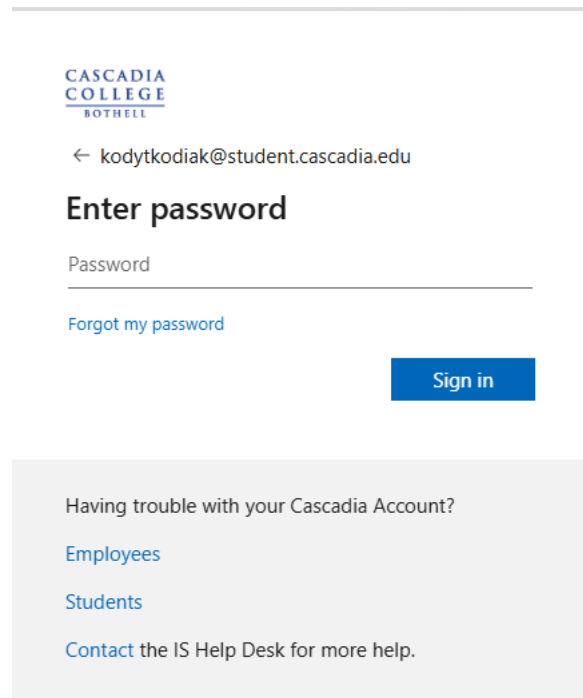
Step 1: Log in for the First Time

1. From any internet browser, browse to <https://myapps.microsoft.com/cascadia.edu>
2. At the Sign in window, enter your Kodiak Account email address (i.e. kodytkodiak@student.cascadia.edu) and select Next.



The screenshot shows the Cascadia College Sign in page. At the top left is the Cascadia College logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "kodytkodiak@student.cascadia.edu". Below the input field is a link that says "Can't access your account?". To the right of the input field is a blue button labeled "Next". Below the "Next" button is a section titled "Having trouble with your Cascadia Account?". Under this title are two links: "Employees" and "Students". Below these links is a line of text that says "Contact the IS Help Desk for more help." At the bottom of the page is a section titled "Sign-in options" with a small icon to its left.

3. You will be asked to provide your password. Enter the default password for your account and select Sign in. ***Do not select Forgot my password as it will result in an error.***



The screenshot shows the Cascadia College login interface. At the top is the college logo. Below it, the email address 'kodytkodiak@student.cascadia.edu' is displayed with a back arrow. The main heading is 'Enter password'. There is a password input field, a 'Forgot my password' link, and a blue 'Sign in' button. A footer section contains links for 'Employees', 'Students', and a general help link.

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ROTHELL

← kodytkodiak@student.cascadia.edu

Enter password

Password

[Forgot my password](#)

[Sign in](#)

Having trouble with your Cascadia Account?

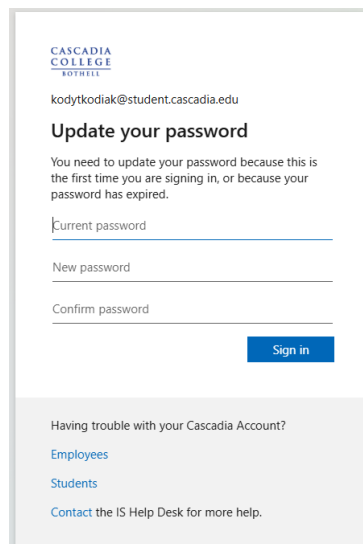
[Employees](#)

[Students](#)

[Contact the IS Help Desk for more help.](#)

Step 2: Reset Your Password to Something You Will Remember

1. As soon as you log in for the first time, you will be prompted to update your password. You should be prompted with a screen that looks like the one below.



The screenshot shows the password update interface. It includes the college logo, the email address, and a heading 'Update your password'. A message explains that the password must be updated because it's the first login or has expired. There are three input fields: 'Current password', 'New password', and 'Confirm password'. A blue 'Sign in' button is at the bottom right. The same footer with links for 'Employees', 'Students', and general help is present.

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kodytkodiak@student.cascadia.edu

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

[Sign in](#)

Having trouble with your Cascadia Account?

[Employees](#)

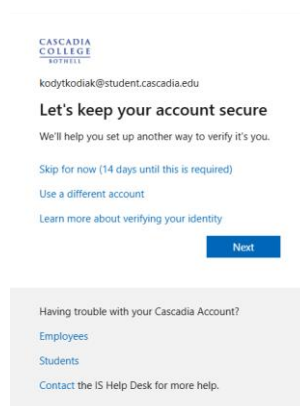
[Students](#)

[Contact the IS Help Desk for more help.](#)

2. Where you are prompted for Current password, enter the same password that you just entered.
3. Enter a new password that matches the requirements listed below:
 - a. Your password must be at least 14 characters long.
 - b. It is recommended you use a short phrase or sentence (e.g. song lyrics or a favorite quote) so you can remember it more easily.
 - c. It must not contain your name or any part of your full name.
 - d. It must not contain consecutive or repetitive characters (e.g. 12345 or aaaaa)
 - e. Passwords are scored based on complexity so, adding uppercase letters, numbers or special characters may improve your password's chance of being accepted.
4. Once you have completed the form, select submit. If you receive a message that your password did not meet the requirements, please review the above information, and try again, making some added adjustments as needed. You may also get an error if you did not type the password exactly the same in both the “New password” and “Confirm password” fields. Please read the message carefully to figure out what the cause of the error may be.
5. If your new password is accepted, you will be ready to set up your account recovery and multifactor authentication options.

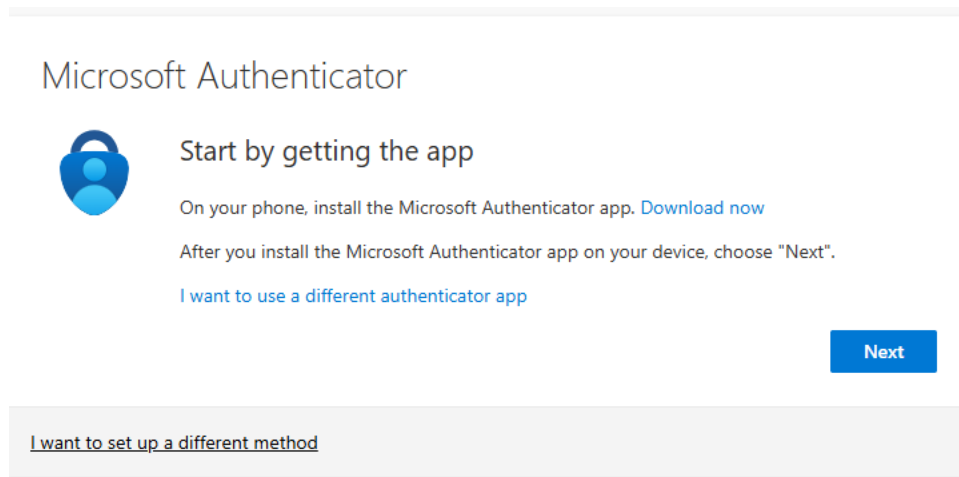
Step 3: Set up Your Password Reset & MFA

1. After you have reset your password, you will be directed to complete the steps to set up your password/account recovery and (if you are enrolled in classes) multifactor authentication options.
2. Select Next at the Let’s keep your account secure prompt. You will be directed to a screen that looks like the screenshot below.



To set up Microsoft Authenticator

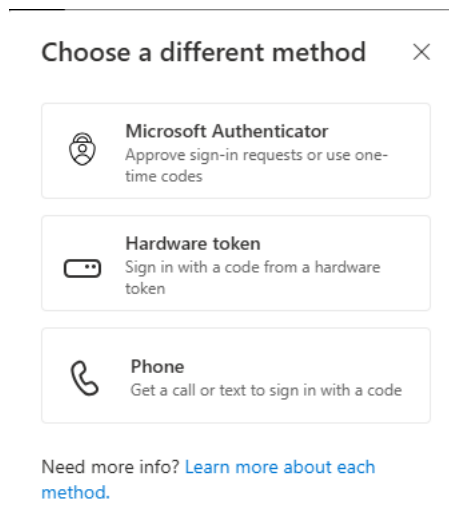
1. Install the Microsoft Authenticator app on your phone.
2. Select Next



3. Follow the prompts on screen to configure your account to use Authenticator.

To add your phone (voice or text) as a recovery method

1. Select the "I want to set up a different method" link at the bottom of the Microsoft Authenticator prompt (pictured above)
2. At the "Choose a different method" prompt, select Phone.



3. Enter your phone information and indicate if you would like to receive a code or a phone call to confirm your identity when you log in or need to change your password.

4. You will receive either a phone call or a text (depending on your selection) to verify that the number you entered was correct. Enter the code provided at the prompt and select Verify.

If you don't have access to a phone

Not a problem! If you are an enrolled student, you can borrow a hardware token from the IT Service Desk. To get the process started, [fill out this form](#) with your information and we'll get started on setting that up for you.

If you would like to use a different Authenticator app

Microsoft Authenticator is the only authenticator app that IT Services supports, however, other apps will work with your Kodiak Account. To set up a different authenticator app, just select the "I want to use a different authenticator app" option on the first screen and follow the prompts.

Step 4: Use Your New Account!

Your Kodiak Account is now set up and ready to use. You can use this same account to access many resources on campus (sometimes without the @student.cascadia.edu on the end). Below you will find some basic information on navigating your MyApps portal, checking your email, and accessing other Cascadia technologies using your new account.

Get to know your Apps dashboard

Once you have completed setup of your account, browsing to <https://myapps.microsoft.com/cascadia.edu> will direct you to your Apps dashboard.

The Apps dashboard grants you easy access to Cascadia technology tools including Canvas, Navigate, and ctcLink (if you have already set up your ctcLink account following the [instructions found on our website](#)). Students who are not enrolled in any courses will have limited access to resources. To access a resource, simply select it and you will be seamlessly logged in without having to enter your Kodiak Account credentials again.

Checking Your Cascadia Email

1. Browse to <https://myapps.microsoft.com/cascadia.edu> from any browser and log in with your Kodiak Account/email address and password. (You might want to add this page as a favorite in your browser for easy location later.)
2. On the Apps dashboard, in the Common applications section, select the Outlook icon.

Creating Your UW NetID (Only available for enrolled students)

A UW NetID (University of Washington Network Identification) is an account that you create to gain online access to certain University of Washington services, including:

- Off-campus access to library resources designated "UW restricted"
- Online portal to buy parking permits. **Please note that there is a two-day wait time between creation of your new UW NetID and access to buying parking permits.**
- Access to the joint-campus emergency notification system.
- You will need to complete the set up and activation steps listed earlier in this document to create your UW NetID.

Information on setting up your UW NetID can be found on our [UW NetID page](#).

Log in to Campus Computers

Log in to Cascadia computers in labs, breakouts, or the Bock Center by entering your Kodiak Account without the @student.cascadia.edu at the end of it. Your password will be the same one you set up above. The domain selection should always read "STUDENT".

Log in to Canvas

Browse to <https://cascadia.instructure.com> and enter your Kodiak Account email address and password when prompted.

Resetting your password

Now that you have your account set up, if you forget your password, you can use the "Forgot my password" link to reset it without having to contact IT!

Account Limitations if You Aren't Enrolled in Classes

Accounts issued to newly admitted students can only send emails to other Cascadia accounts, and they provide limited access to other services which are detailed on our [Accessing Accounts](#) webpage. It will be removed after 3 quarters if you do not enroll in classes.

Common Issues & How to Fix Them

- If you do not know your ctcLink ID, please contact our [Enrollment Services](#) team.
- Having difficulty figuring out which 4 digits should be at the end of your temporary password? Validate the data used to create the password by [checking in ctcLink](#). Often, students find that
 - The phone number on file is not what they were expecting (e.g., an old phone number).
 - The zip code on file has the +4 formatting (Example 98011-XXXX).

- Clicking on “Forgot my password” before completing your first sign in and setting up your password reset options will result in an error.

Getting Help

If you have any questions about the processes included within this document, or if you need technical support related to any Cascadia College technology, please contact the IT Service Desk via:

Email: itservices@cascadia.edu

Phone: 425-352-8228

Remote Support/Chat: <https://support.cascadia.edu>

In Person: CC2-171

IT Service Desk hours and more information about offered services can be found at <https://www.cascadia.edu/student-resources/computing-services/default.aspx> .