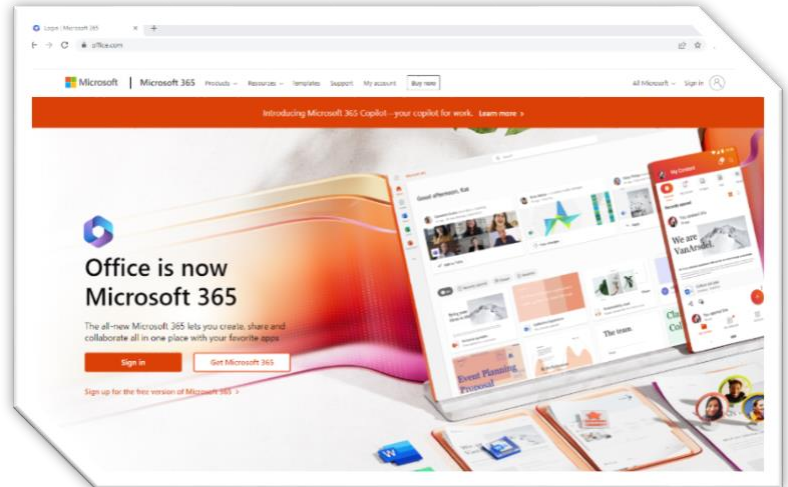


# First Time Login: Setting Up Security Questions

The password reset process will work for:

- Coborn's Intranet and UKG Pro Mobile App
- Computer Login
- Coborn's Email
- Any other Active Directory or Single Sign-On enabled applications.

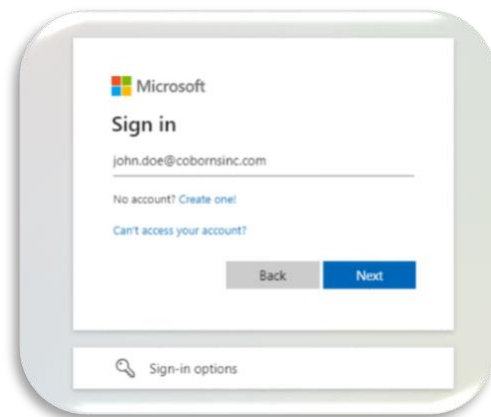
## 1) Navigate to office.com:



## 2) Click the Sign In button.

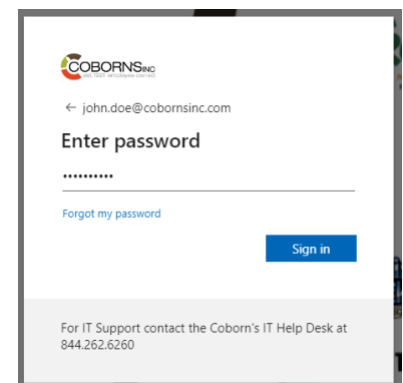


## 3) Type in FirstName.LastName@cobornsinc.com, then click Next.



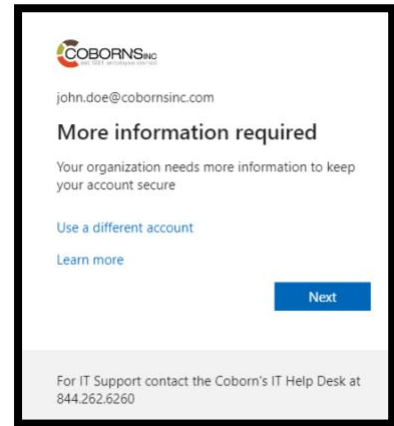
## 4) Enter your password, then click Sign In.

- a. This password should match your current Coborn's Intranet password.



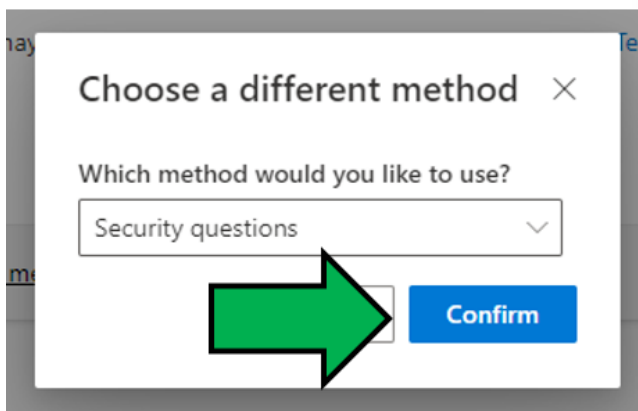
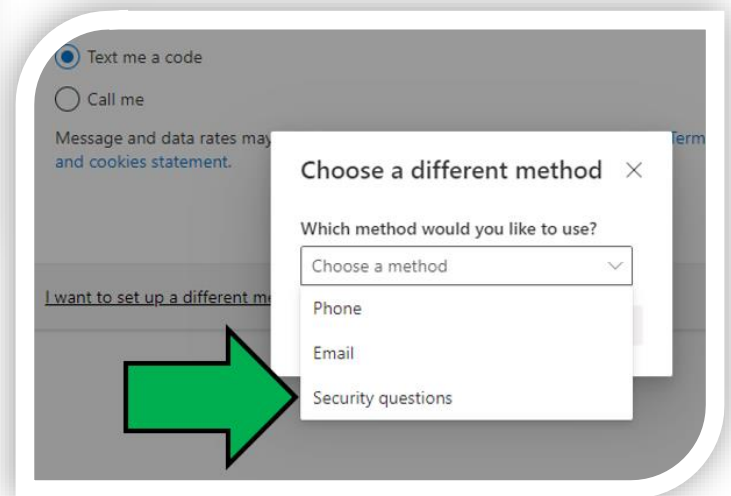
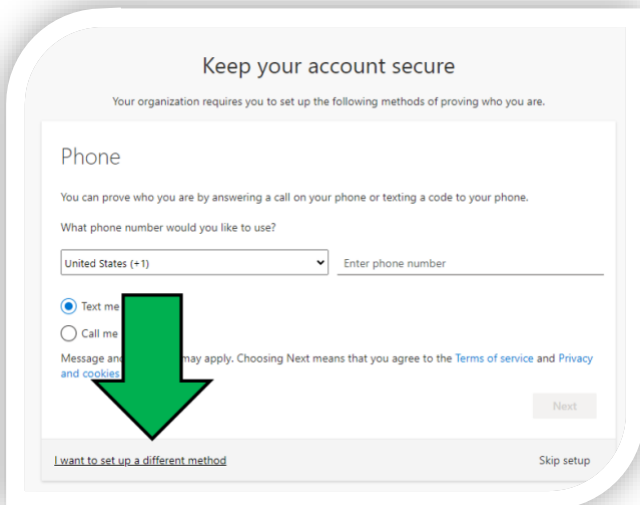
5) If it's your first time signing in, you should get this prompt:

- a. Click **Next**.



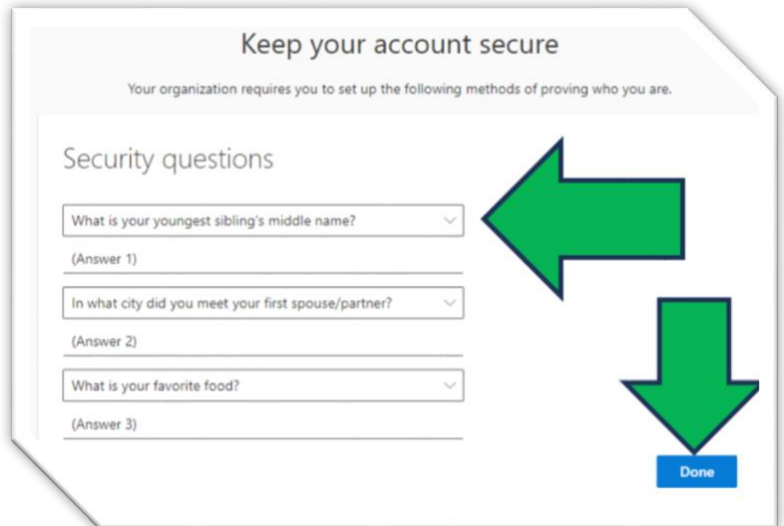
6) The authentication methods setup page will appear next.

- a. Set up Security Questions by clicking "I want to set up a different method"
- b. Open the drop-down menu and select "Security Questions."
- c. After **Security Questions** is selected, click **Confirm**.



7) On this page you can choose three security questions via the dropdown menus.

- a. Enter your answers below each question.
- b. After entering your answers, click **Done**.



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Security questions

What is your youngest sibling's middle name?

(Answer 1)

In what city did you meet your first spouse/partner?

(Answer 2)

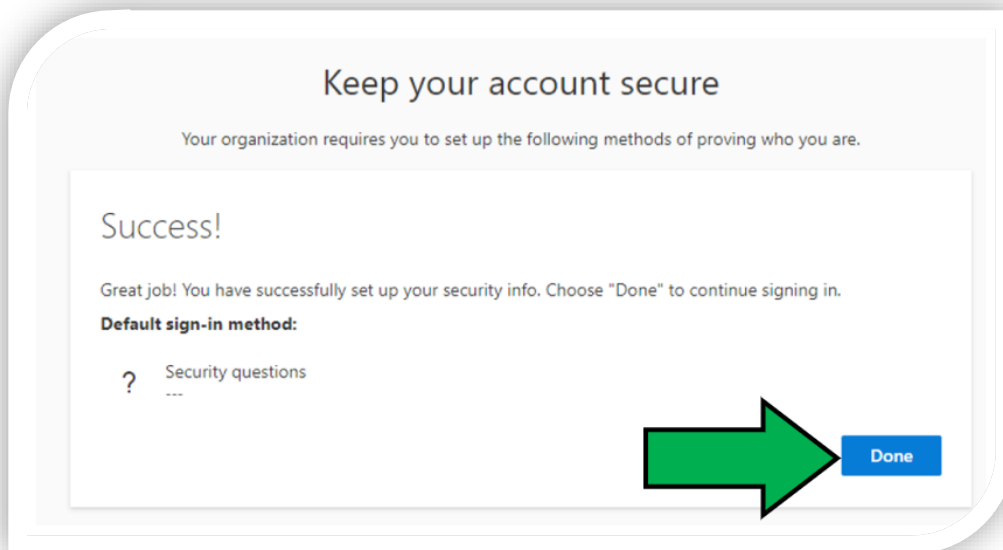
What is your favorite food?

(Answer 3)

Done

A large green arrow points from the right towards the dropdown menus, and another large green arrow points downwards from the right towards the 'Done' button.

8) Click Done to complete the Security Questions setup.



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**

? Security questions  
...

Done

A large green arrow points from the left towards the 'Done' button.