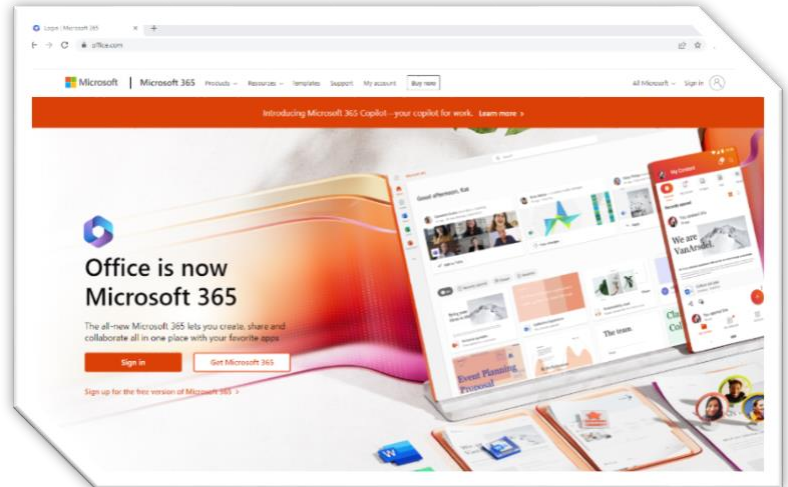# First Time Login: Setting Up Security Questions

The password reset process will work for:

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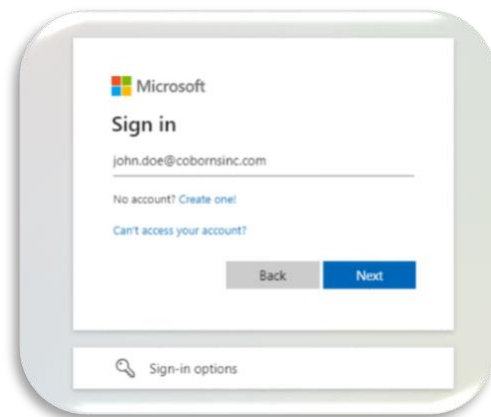- *Any other Active Directory or Single Sign-On enabled applications.*

1) **Navigate to office.com:**
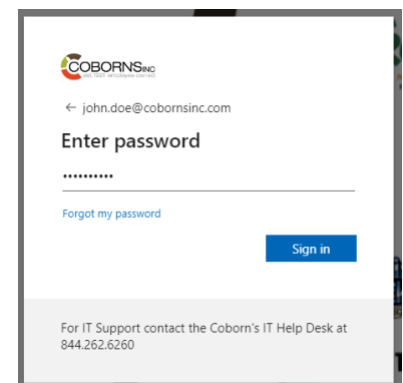

2) **Click the Sign In button.**

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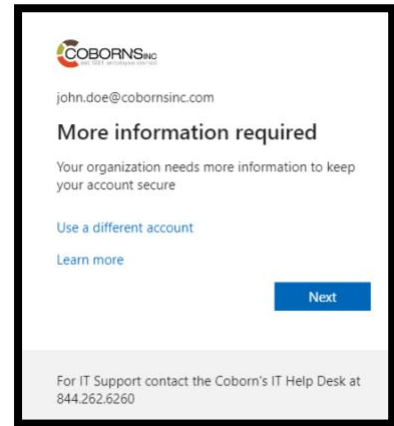

4) **Enter your password, then click Sign In.**

   a. This password should match your current Coborn's Intranet password.
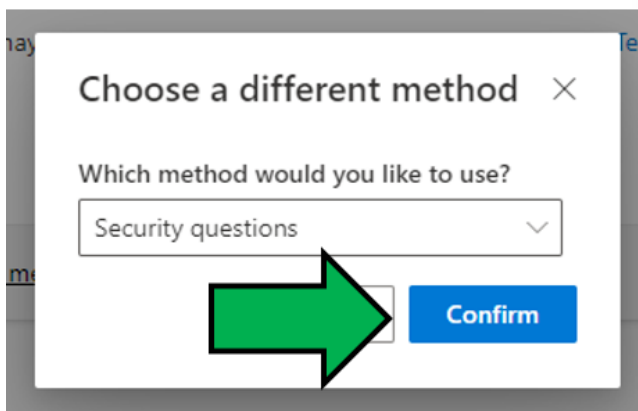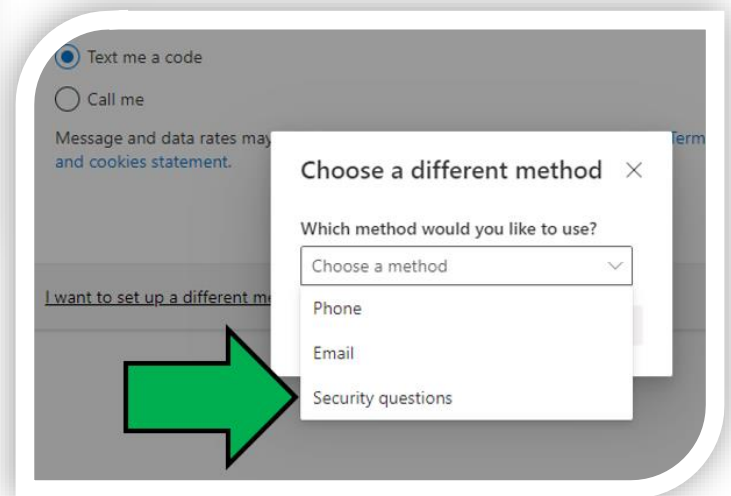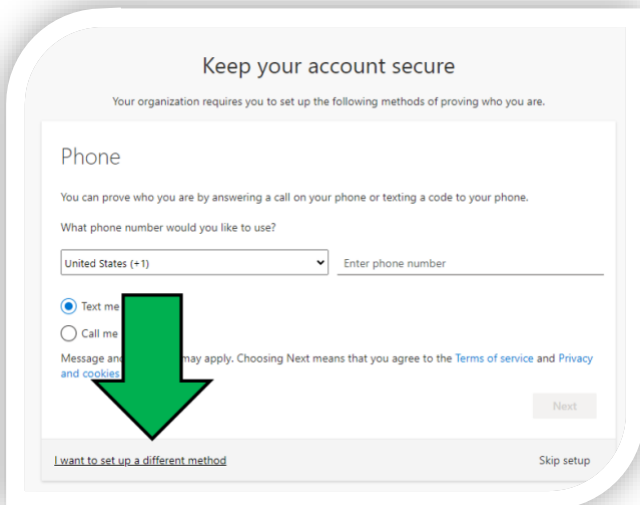
5) **If it's your first time signing in, you should get this prompt:**
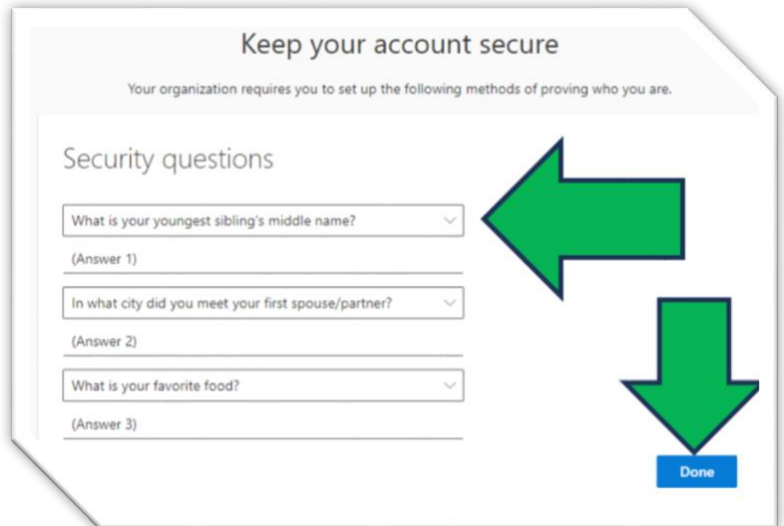
   a. Click **Next**.

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**.

8) Click Done to complete the Security Questions setup.