

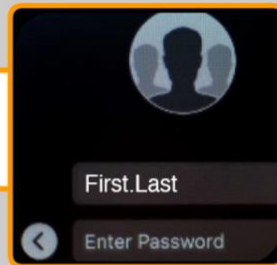


# Quick-Start Apple Computer



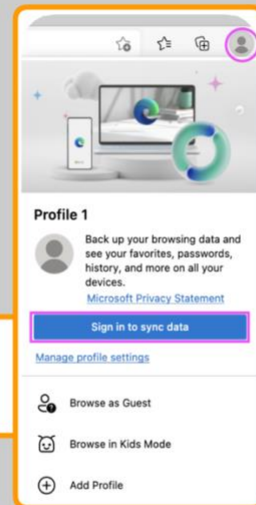
## Sign into Computer

Username : First.Last  
Password : given by email



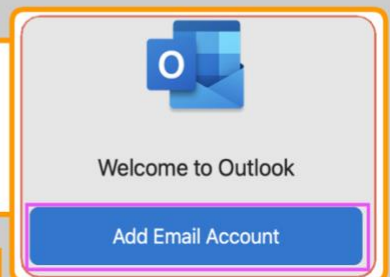
## Sign into Microsoft Edge

- Click the profile icon
- Sign in with email and computer password



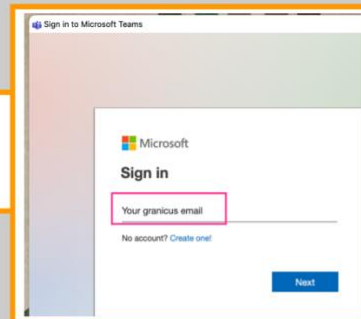
## Sign into Outlook

- Sign in to Microsoft Word
- Open Outlook & add your email (*first.last@granicus.com*)
- Sign into Onedrive.



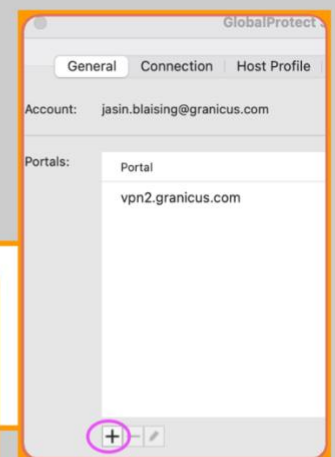
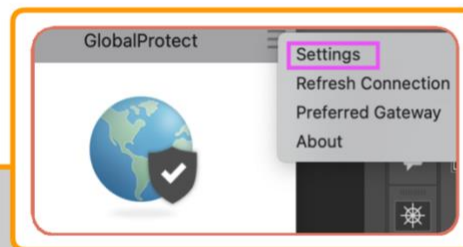
## Sign into Teams

- Open Teams.
- Sign in with email and computer password



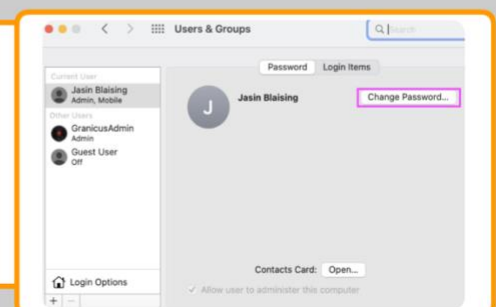
## Log into Corporate VPN

- Enter *vpn2.granicus.com* for address  
(in settings)
- Sign in with SSO.  
(email and password)

















## Change Password

- Go to System Preferences/ Users & Groups
- Change password
- Password must be 12 characters and must include at least one of each of the following  
(Uppercase, Lowercase, Number and Special Character)
- Password expires every 180 days



# Core Software

Icon	Resource	Description	For Access Contact
	Hardware	Computer	 <a href="#">Ticket Portal</a> <a href="#">CorpIT Self Help</a> <a href="#">CorpIT Confluence KB</a>
	Microsoft O365 <ul style="list-style-type: none"> <li>• Office</li> <li>• Teams</li> <li>• Onedrive/Sharepoint</li> </ul>	Office Productivity	
	Zoom		
	Jira	Ticketing	
	Confluence	Wiki Knowledgebase	
	WorkTango	Peer recognition	HR Engagement <a href="#">Worktango Kazoo Help (in Teams)</a>
	UKG	Payroll	HR <a href="mailto:hrris@granicus.com">hrris@granicus.com</a>
	Expensify	Expenses	Expense team <a href="#">Egencia-expensify-Help (in Teams)</a>
	Egencia	Travel	
	LinkedIn Learning	Learning	Learning and Development <a href="#">Learning &amp; Development (in Teams)</a>
	Udemy	Learning	
	Cognota	Learning	
	LearnUpon	Training	

# Newhire links

**Here are instructions for new hires to order additional equipment within their first 30 days**

<https://confluence.granicus.com/display/IT/Equipment+for+New+Hires>

## Where Do I Go?

*A small directory of first points of contact within the company for resolving issues*

<https://confluence.granicus.com/display/GRAN/Where+Do+I+Go>

## Here is how to add an add-on in outlook.

*common Outlook addons for the Granicus user are*

- **Zoom** - our Video conferencing app
- **Mimecast** - Email filter & Release
- **Salesforce** - used by Client Facing departments

<https://confluence.granicus.com/display/IT/Outlook+-+Adding+an+Add-on>

## Directions on making a CorpIT a ticket (VPN or Netskope required):

<https://jira.granicus.com/servicedesk/customer/portal/31>

- **After your ticket is made this is how you interact with it** (VPN Or Netskope Required)

<https://confluence.granicus.com/display/IT/How+to+interact+with+a+Corpit+ticket>

## Please enroll in the password reset/unlock portal

**Mac user only use to unlock accounts not reset password**

<https://confluence.granicus.com/display/IT/Enrolling+in+the+Password+Reset+Portal>