

Atlantic Health System First Time Login

Follow these steps if you have never logged into Atlantic Health System before. If you have already logged in and need to reset your password, you can do so at <https://passwordreset.microsoftonline.com/>.

1. Using any browser (such as Google Chrome or Internet Explorer) go to <https://www.office.com>. Click the **Sign In** button to begin the process.



2. On the Microsoft **Sign In** page, enter your Atlantic Health system email address.

Microsoft
Sign in
john.smithemployee@atlantichhealth.org
No account? [Create one!](#)
[Can't access your account?](#)
[Sign-in options](#)
Next

3. Enter your temporary password.

Microsoft
← john.smithemployee@atlantichhealth.org
Enter password
password
[Forgot my password](#)
Sign in

4. More information is required to proceed. Click **Next** to go to the next screen.

Microsoft
john.smithemployee@atlantichhealth.org
More information required
Your organization needs more information to keep your account secure
[Use a different account](#)
[Learn more](#)
Next

5. Enter your cell phone number to enroll in Multi- Factor Authentication (MFA), which is used to keep our network safe.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

United States (+1)

Method Call me

Next

6. You will receive a call from 973-971-7462. Answer the call and follow the prompts to complete your enrollment in MFA.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We're calling your phone at +1 999-999-9999

Verification successful!

Done

7. You will now be required to reset your temporary (current) password. Enter and confirm your new password. Passwords must be between 14-20 characters with no spaces. Numbers and special characters can be used but are not required. Click **Sign In**.

 Microsoft

ahs.employee@atlantichhealth.org

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

8. Once you are signed in, you are taken to the Office portal where you can open **Outlook** to check your email and your calendar.

Good afternoon

 Start new

 Outlook

 OneDrive

 Word

 Excel

 PowerPoint

 OneNote

 SharePoint

 Teams