



How to activate my KU Office 365 Account?

KU is pleased to invite all of its users to activate their MS Office 365 Accounts.

TO do so, please follow the steps below:

- 1- Make sure you have a KUCIS User Account which is used to login to any of the following systems for example:

As a students: Online Registration System
([http:// portal.ku.edu.kw/sis](http://portal.ku.edu.kw/sis))



As a faculty: Online Grading System (<http://portal.ku.edu.kw/faculty>)



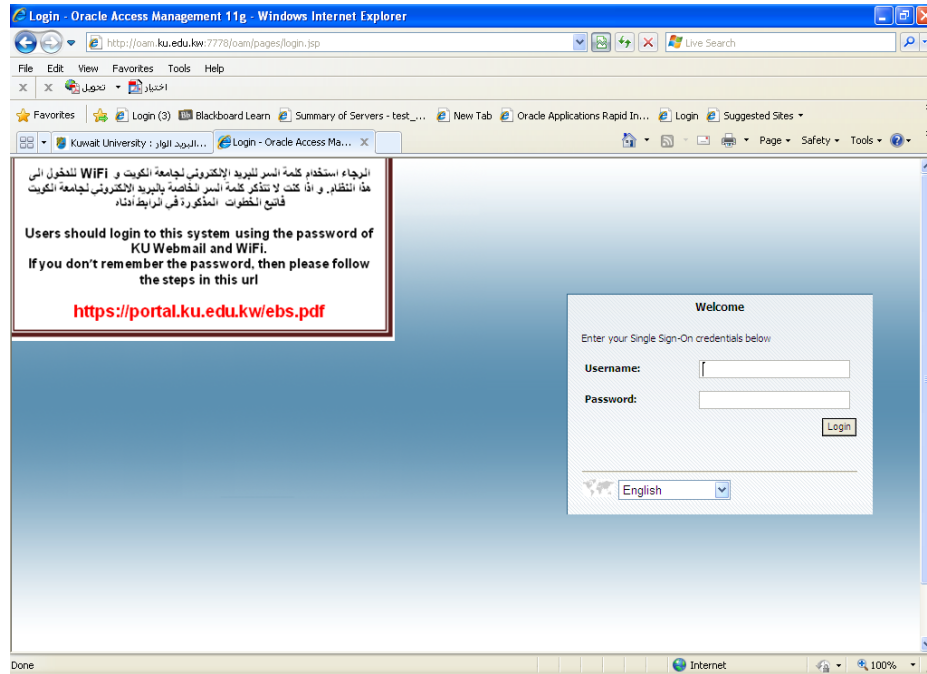
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As an employee: KU Employee Self-Service System (<http://e.ku.edu.kw>)



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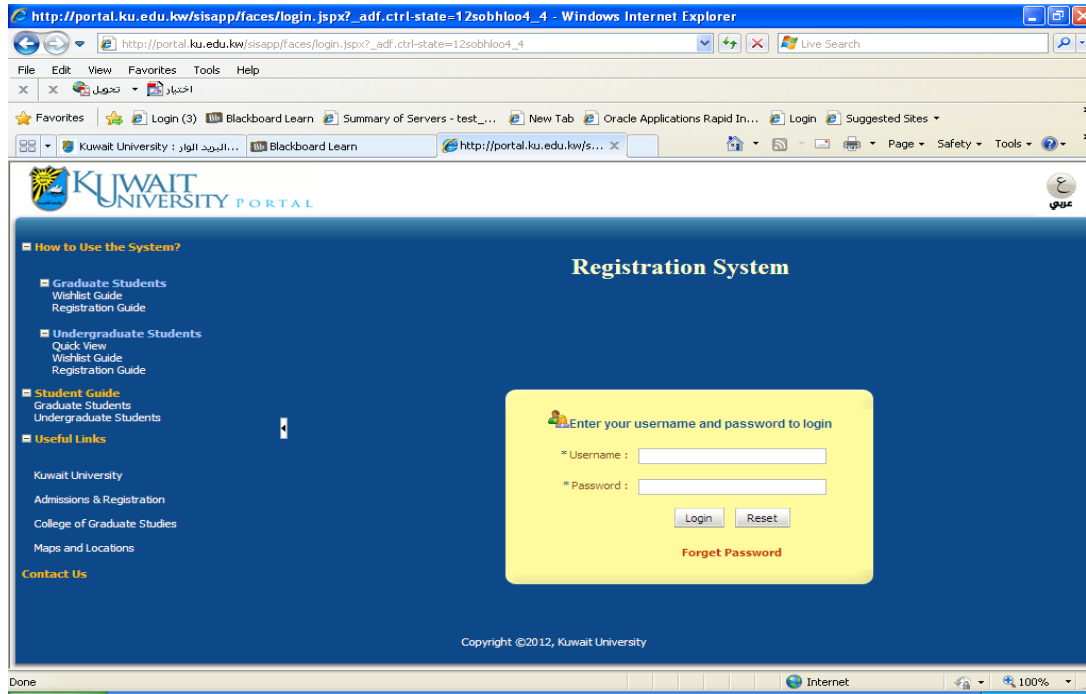


- 2- Review your user profile and make sure you have a valid personal email and mobile set.

If you are a student, then review and update your information if necessary from the Online Registration System (<http://portal.ku.edu.kw/sis>)



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Then go to “My Profile” and then “My Personal Info”



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The screenshot shows the Kuwait University Portal interface. The top navigation bar includes links for Home, Academic Services, Financial Aid, My Profile, and Logout. The main content area is divided into sections: 'Your Registration Periods', 'Academic Program', and 'Announcements'. The 'Academic Program' section displays the following details:

College: ENGINEERING & PETROLEUM	Major: Civil Engineering	Minor: -
Year of Study: First	GPA: -	MGPA: -
Attempt Credits: -	Total Credits Earned: 0	Waived Credits: 00
Transferred Credits: 14	GPA Probation: -	MGPA Probation: -
Passed Terms: -1	Status: Enrolled	Honor: No

The 'Announcements' section contains the following text:

Placement Test Exam for Arabic As a Second Language (ASL) Will be on Tuesday 3/5/2016 at 9am in LC BIG .11.Shuwaikh

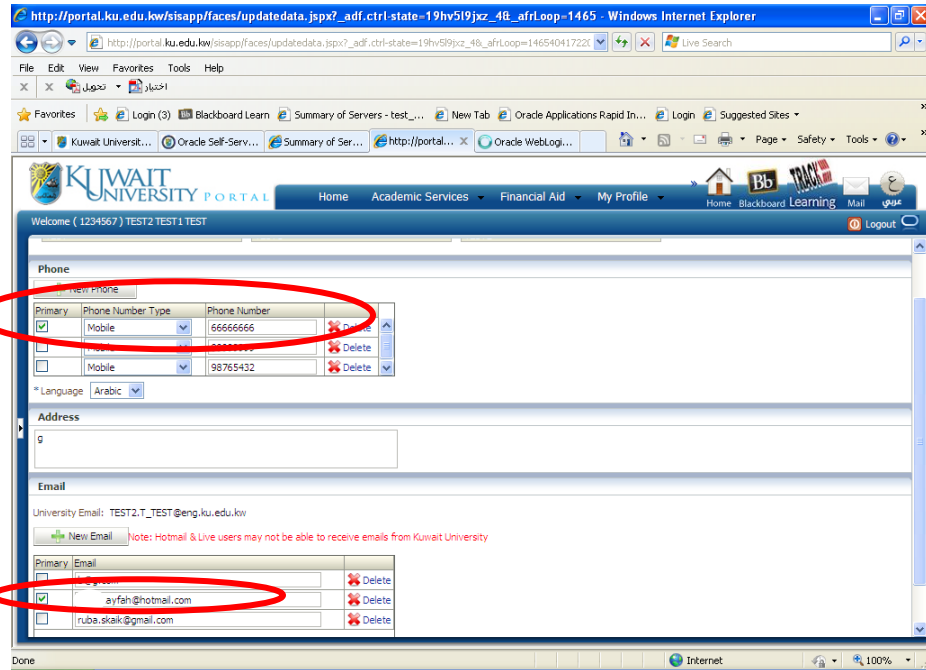
Dear **graduates student of the Spring Semester 2015-2016**:
Kindly visit between April 3- April 30 2016 the registration system to initiate KU clearance according to the following steps:

1. Choose academic services.
2. Choose clearance .
3. Request clearance for graduate student.

Review the values of Primary Phone and Primary Email and make sure they are valid



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- 3- Now you will need to **reset your password** to activate your MS Office 365 account following the next steps:

Visit KU MS Reset Password page

(<http://mspwdreset.ku.edu.kw/default.aspx>)

You can find it at KU Website (<http://ku.edu.kw>) under "Password Management"

Enter your email address in the form of `abc@ku.edu.kw` or

abc@clg.ku.edu.kw and Click **Next**



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Microsoft
Forefront Identity Manager 2010 R2

Password Reset:

Please enter your user name below

Examples:

contoso\mmeyers

mmeyers@contoso.com

Next

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- 4- You will be prompted to enter your **personal email** that you set in your KU User Account profile in step 2.

Enter your personal email (NON KU email address) and click Next.



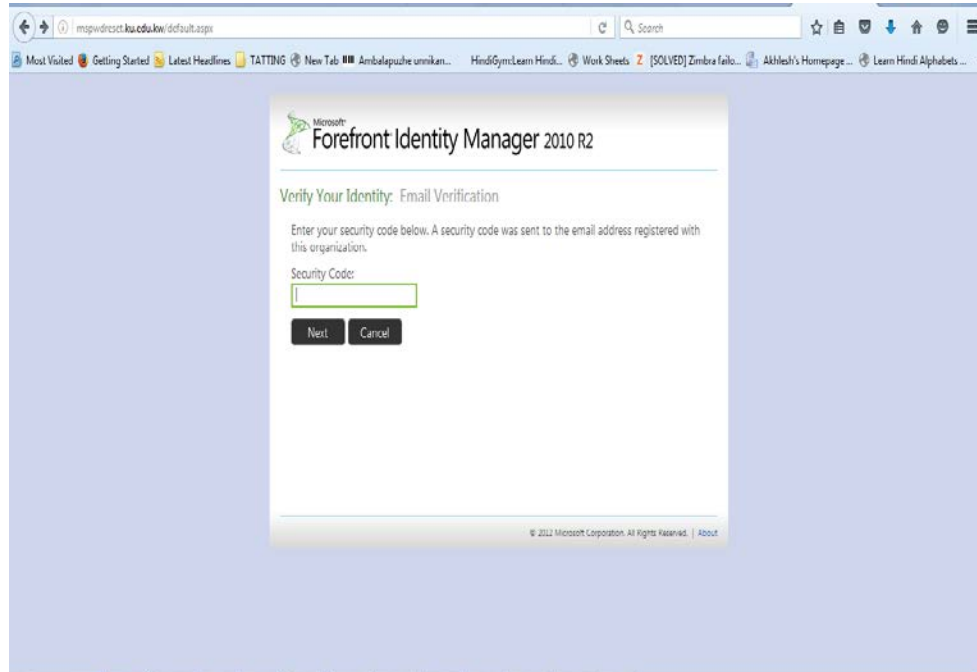
The screenshot shows the Microsoft Forefront Identity Manager 2010 R2 interface. At the top left is the Microsoft logo. The main title is "Forefront Identity Manager 2010 R2". Below this is a section titled "Verify Your Identity: Submit Your Answers". A message states: "You must answer 1 of the following 1 questions." To the right of this message is a text input field with the placeholder text "Please enter your email address you used for registration". Below the input field are two buttons: "Next" and "Cancel". At the bottom right of the window, there is a copyright notice: "© 2012 Microsoft Corporation. All Rights Reserved. | [About](#)".

A security code will be sent to your personal email you had entered if it is correct. Otherwise, you will receive an error message.

- 5- Check your personal email to make sure that you received the email from MS FIM. If you can't find it in the INBOX , then check the SPAM or the TRASH folders.
- 6- In the next screen, you will be asked to provide the Security code Enter the Security Code you received. And Click Next



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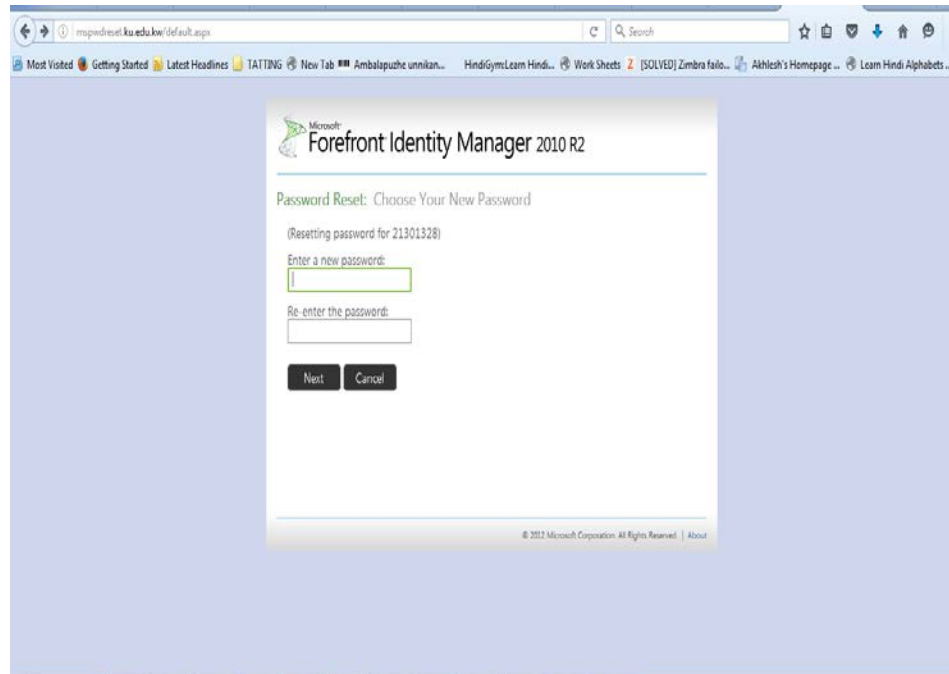


7- Enter the new password according to the following password policy:

- Minimum 8 characters
- One capital letter
- One number
- Different than previous two passwords



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8- You will receive a confirmation message that your password was successfully changed as in the image below.

Please Note that:

This password will be your account's password for all the main KU applications including the online registration system

<http://portal.ku.edu.kw/sis>



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