KUWAIT UNIVERSITY

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:// http://portal.ku.edu.kw/sis)

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

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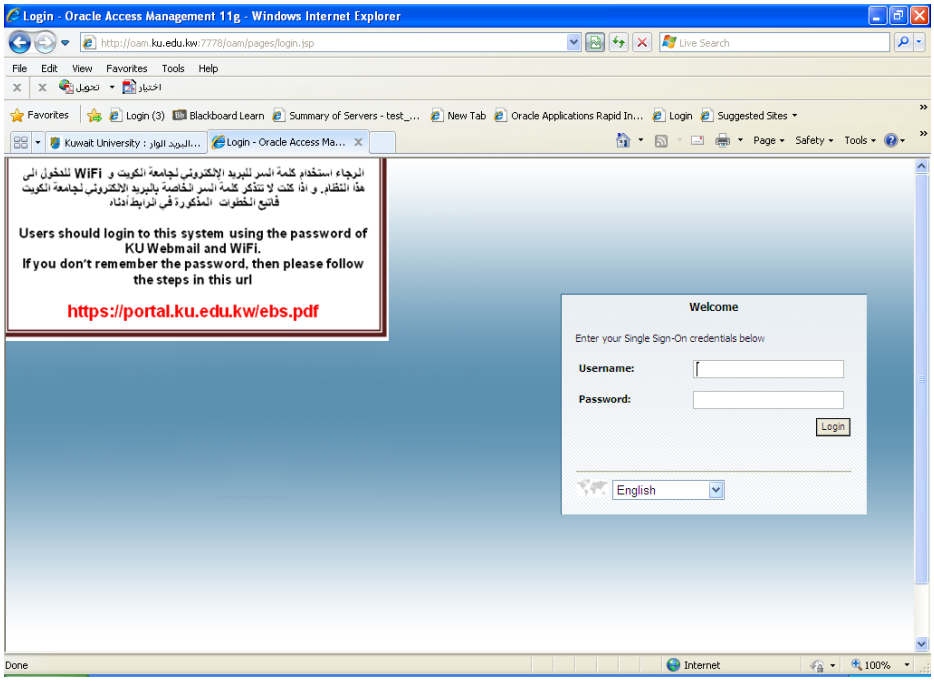
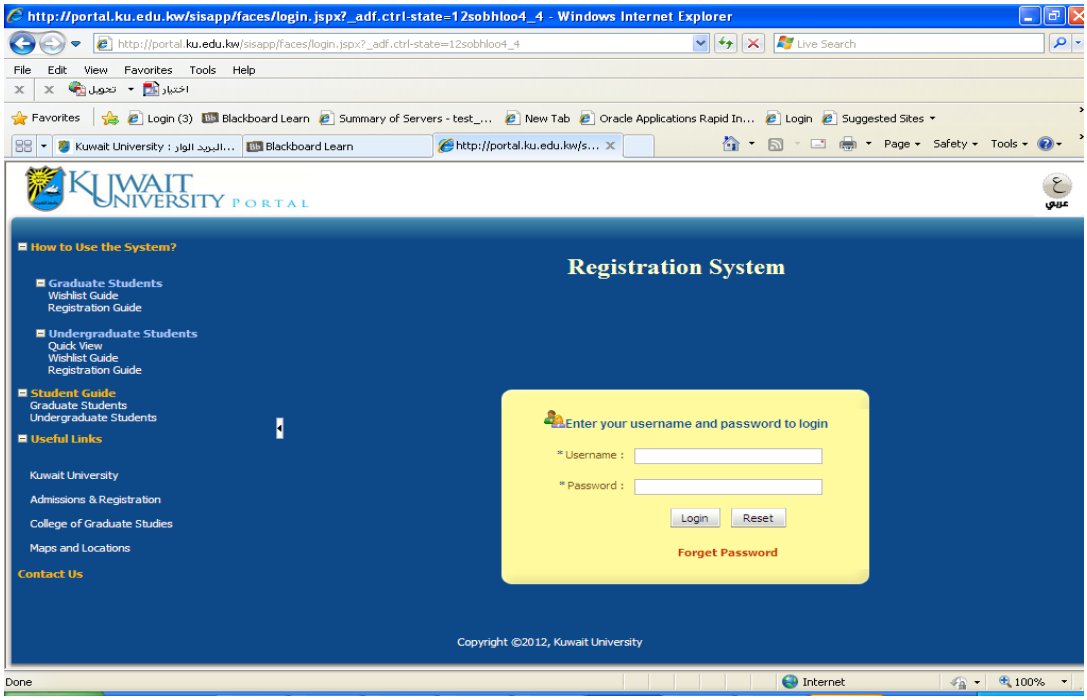
As an employee: KU Employee Self-Service System (http://e.ku.edu.kw)

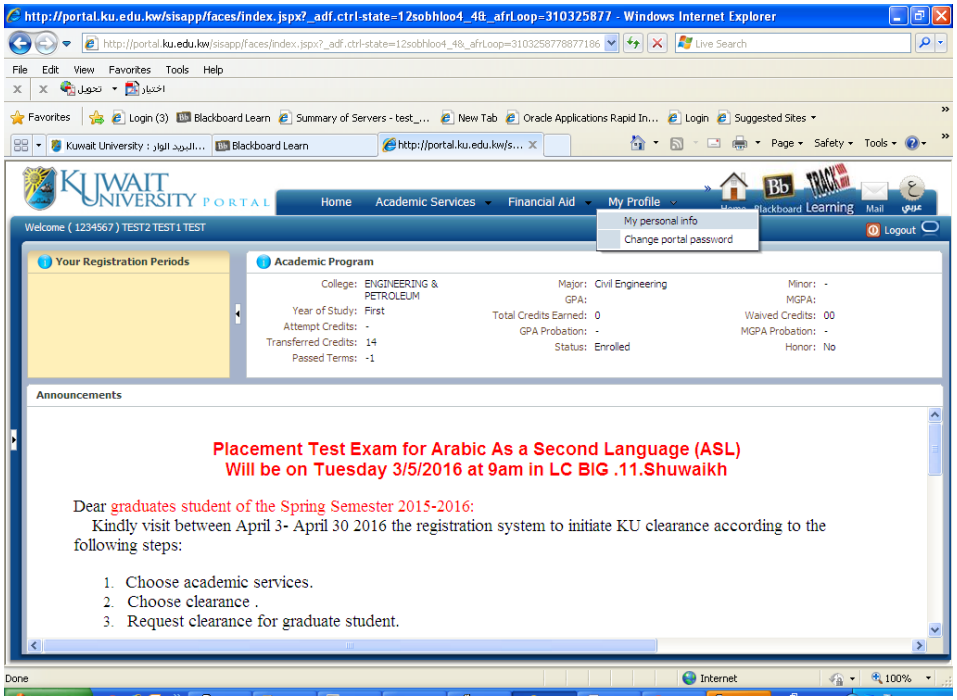


2- Review your user profile and make sure you have a valid personal email and mobile set.

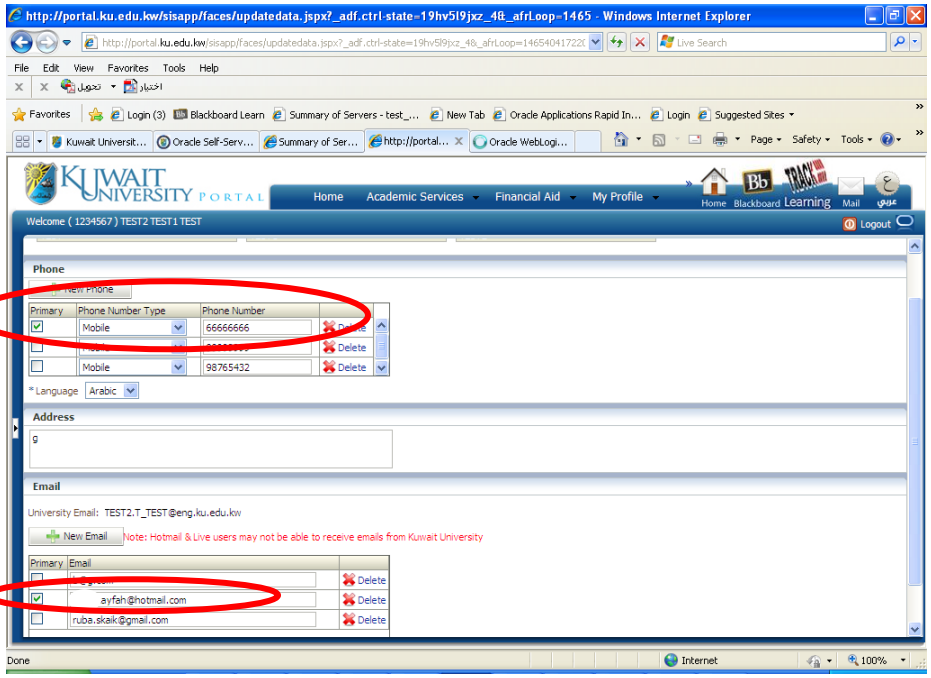
   If you are a student, then review and update your information if necessary from the Online Registration System (http://portal.ku.edu.kw/sis)



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



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



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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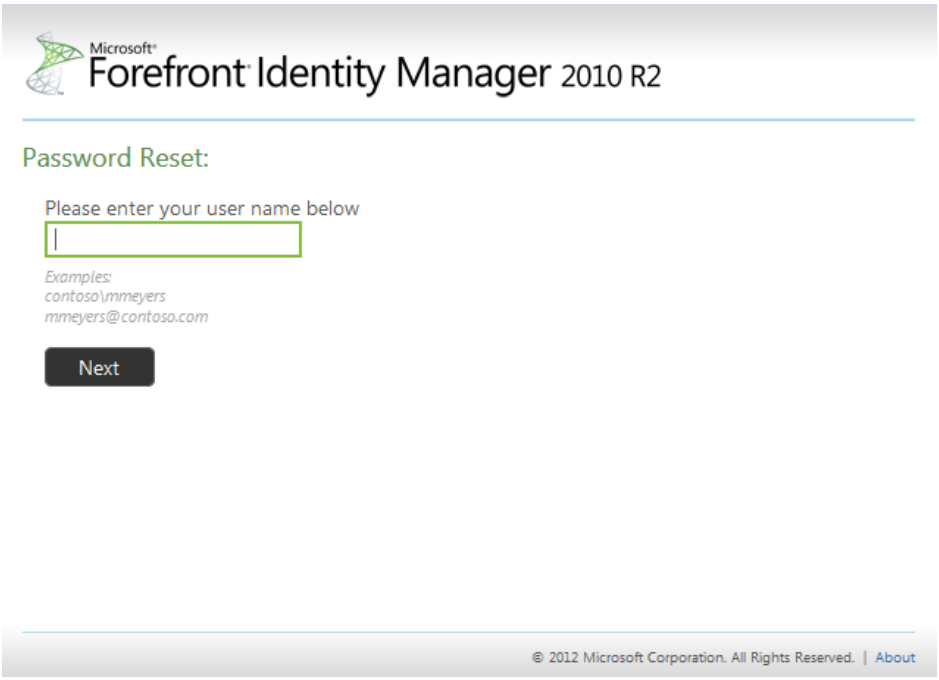
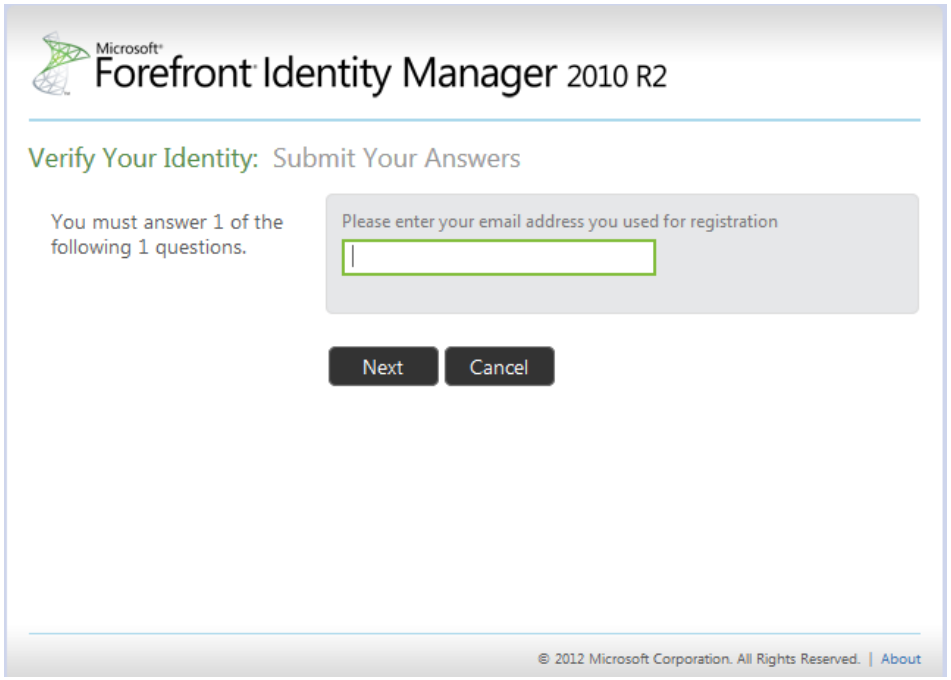


4- You will be prompted to enter your personal email that you set in your KU User Account profile in step 2.

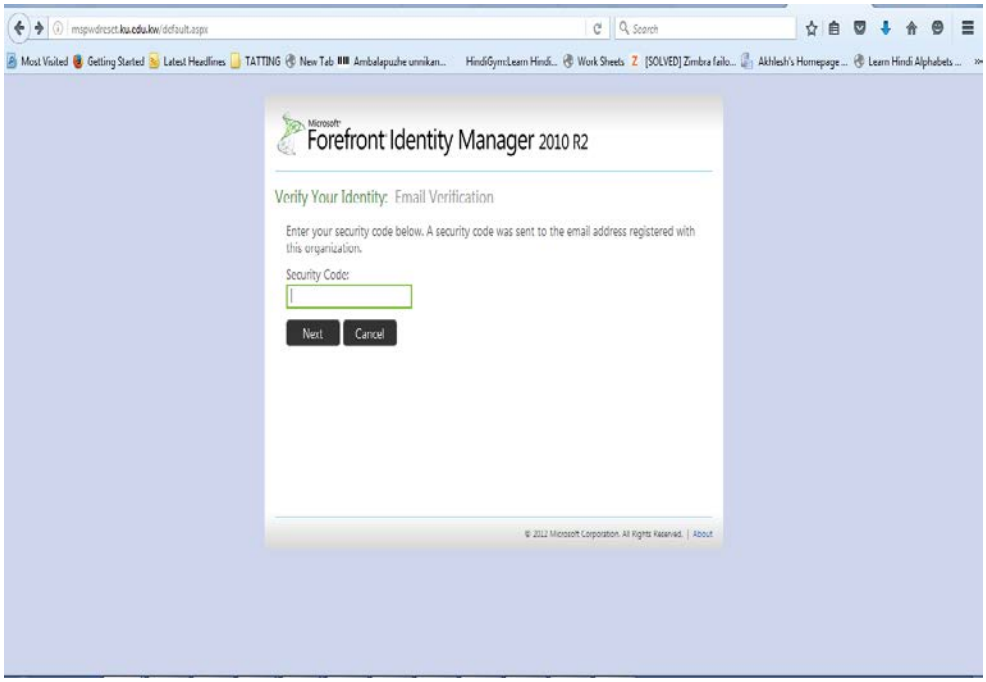
Enter your personal email (NON KU email address) and click Next.



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

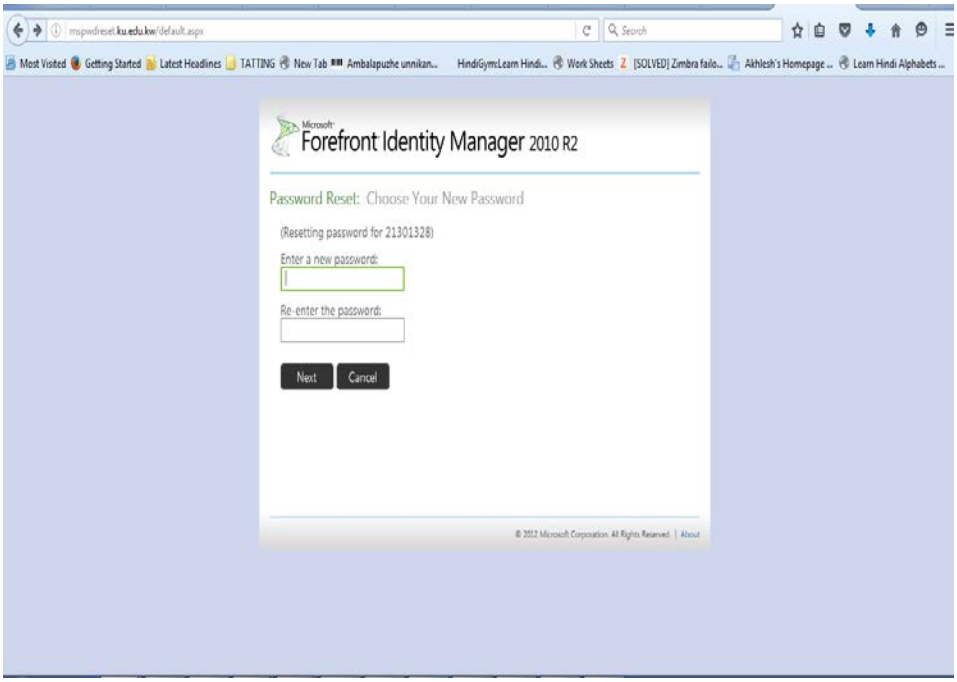
5- Check your personal email to make sure that you received the email from MS FIM. If you can't find it in the INBOX , then check the SPAM or the TRASH folders.

6- In the next screen, you will be asked to provide the Security code Enter the Security Code you received. And Click Next



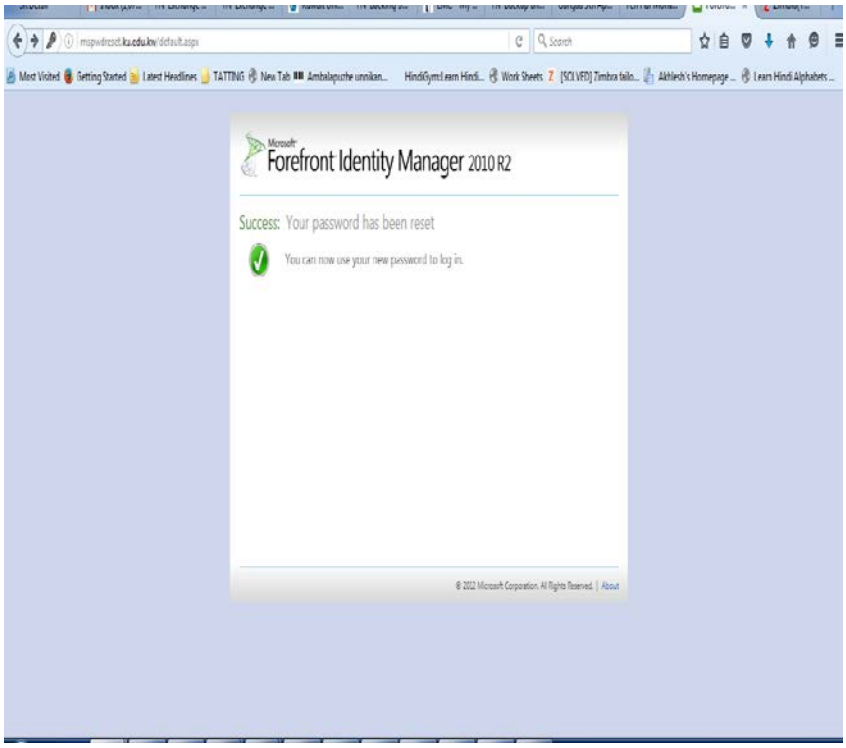
7- Enter the new password according to the following password policy:

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



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


Forefront Identity Manager 2010 R2
Success: Your password has been reset
You can now use your new password to log in.