INITIAL LOGIN INFORMATION

Clarke UNIVERSITY
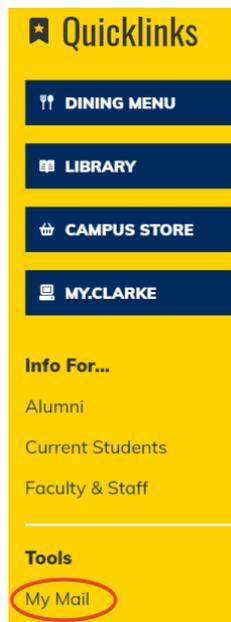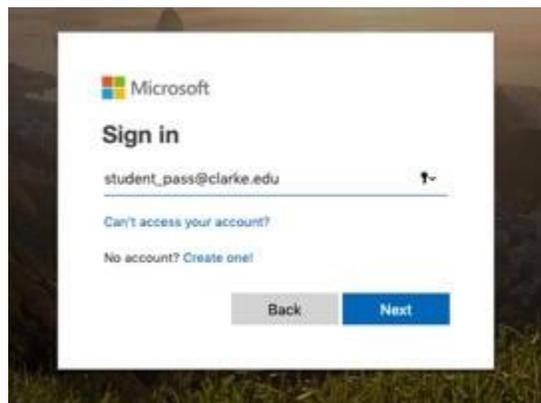

Please follow the instructions below to help you in verifying your account with us. You may also view the Initial Login Video Guide: https://youtu.be/X1FJ3NquyTo

1. Sign-in to your Clarke Office 365 account by clicking "QUICKLINKS" at the top left corner of the Clarke website, and clicking "My Mail" under Tools.

1.

2. Enter your Clarke email, which will use your first and last name in the following format:

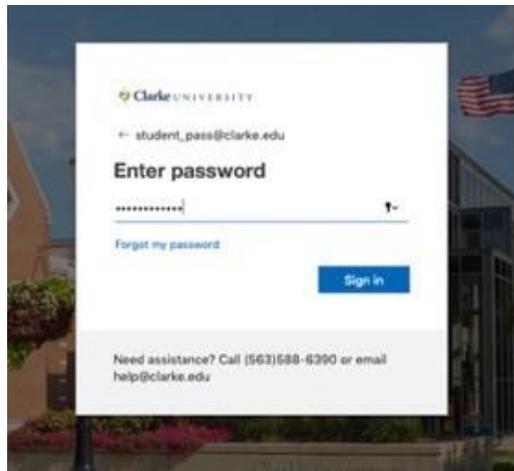   legalfirstname_legallastname@clarke.edu

3. Enter your password. If you are a new student, the default password will use the month and date of your birth in the following format:
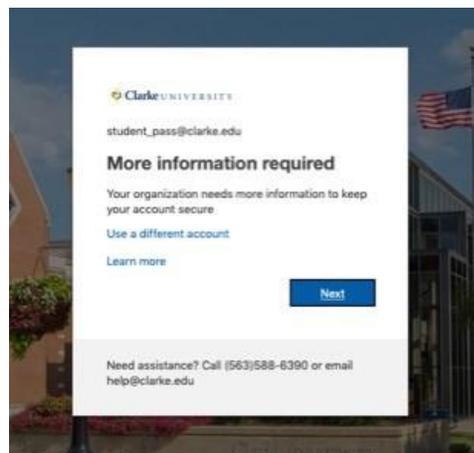
    PasswordMMDD

Ensure that the "P" in password is capitalized and write the month and date of your birth in four-digit sequence.

For example, if your birthday was January 2, your default password would be "Password0102"

4. Click "Next" in the "More information required" window.

5. Click on the "Set it up now" option to set up your phone authentication.

6. Enter your phone number and select either "Text me" or "Call me."

7. Enter the verification code that was either phoned or texted to you and click verify.

8. Click on the "Set it up now" option to set up your e-mail authentication.

9. Enter a non-Clarke e-mail address. Click "email me."

10. Enter the verification code that was sent to your external e-mail address and click "verify."

11. Click "Finish."

12. Your account is now verified. You should now reset your password at http://reset.clarke.edu