Creating a User ID for Department of State Web Applications

Each user will have a single userID and password that is managed through Microsoft's Live-ID service. Access to individual applications will be granted or denied based on a process that will activate that userID as authorized for the particular application or function. While the final solution may provide for other login providers, the Department will initially be using the Windows Live ID for this purpose.

If you already have a Live-ID that you can use for this business purpose, there is no need to get another one.

Creating a Windows Live ID

The Windows Live ID for this purpose may be associated with your official business email address. If available, an individual business email address, instead of a generic address is preferred. For example: jane@somecountysoe.org instead of supervisor@somecountysoe.org . Alternatively you may use a unique ID generated by Live-ID such as yourname@passport.com which will only be used as a Live-ID login, not an email address.

During this process you will:

- Associate your email address with Windows Live ID at http://passport.net/, or request a passport login,
- Assign a password to that Live ID (independent of the email password)

Step by Step procedure

This procedure will walk you through the process of creating your Windows Live ID. Be sure to provide your designated contact at the Department of State with the email address that you should receive the Registration Invitation at.

1. Go to http://passport.net/
2. Locate where it says:

Use an email address you already have

You can use any existing email address from any email provider when you create your credentials for Windows Live ID. Then you can use those credentials to sign in to any Windows Live ID site.

To access email at www.hotmail.com, you must use an MSN or Hotmail email address, or an address associated with an MSN Personal Address.

● Get started now

3. Click the link "Get Started Now" to enter your business email address; create a good password; generate your password reset option; and complete the verification.

Create credentials

Enter an e-mail address and password to use for your Windows Live ID. Choose a question and secret answer to help you reset your password if you forget it.

Create your email address and password

Email address: jim@jimcrozier.com
The address can contain only letters, numbers, periods (.), hyphens (-), or underscores (_).

Password: ●●●●●●●●●●
Six-character minimum with no spaces
Learn how to create a strong, memorable password.

Password strength: **Strong**

Retype password: ●●●●●●●●●●

Create your password reset option
If you forget your password, you can provide the secret answer to reset it. Learn more about resetting your password

Question: Best childhood friend ▼

Secret answer: maryjane
Five character minimum; not case sensitive

Verification

Enter the characters you see
New | Audio | Help

kingsign twelfth

kingsign twelfth

Continue   Cancel

4. Accept the agreement by entering your email address.

Review and sign the Agreements

Your Windows Live ID is governed by all of the following, which are collectively the "agreements":

- **Microsoft terms of use**
- **Microsoft online privacy statement**

To view and print the agreements, click each link and print a copy of each agreement. To accept all of the agreements, type your email address and click I Accept.

jim@jimcrozier.com   jim@jimcrozier.com

By typing your email address and clicking I Accept, you are accepting all of the agreements, and consenting to receive all information from Microsoft electronically. You understand that you are creating credentials that you can use on other Windows Live ID sites and services. If you do not accept the agreements as written, click the Cancel button to discontinue sign-up.

I Accept   Cancel

5. If you receive the following message, try later.

## We're unable to complete your request

Windows Live ID is experiencing technical difficulties. Please try again later.

6. **If you receive any other error message**, inform your Department of State Contact person right away. They will have a member the Department of State IT Support team call you to determine how to resolve the issue.

7. If the process has been successful, you will see:
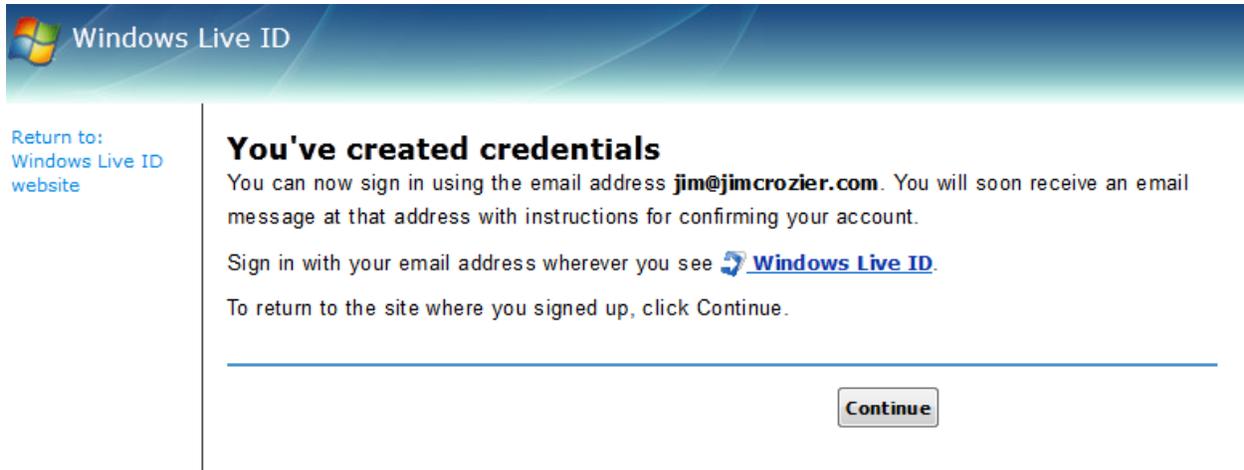
8. Verify that the email address is working.
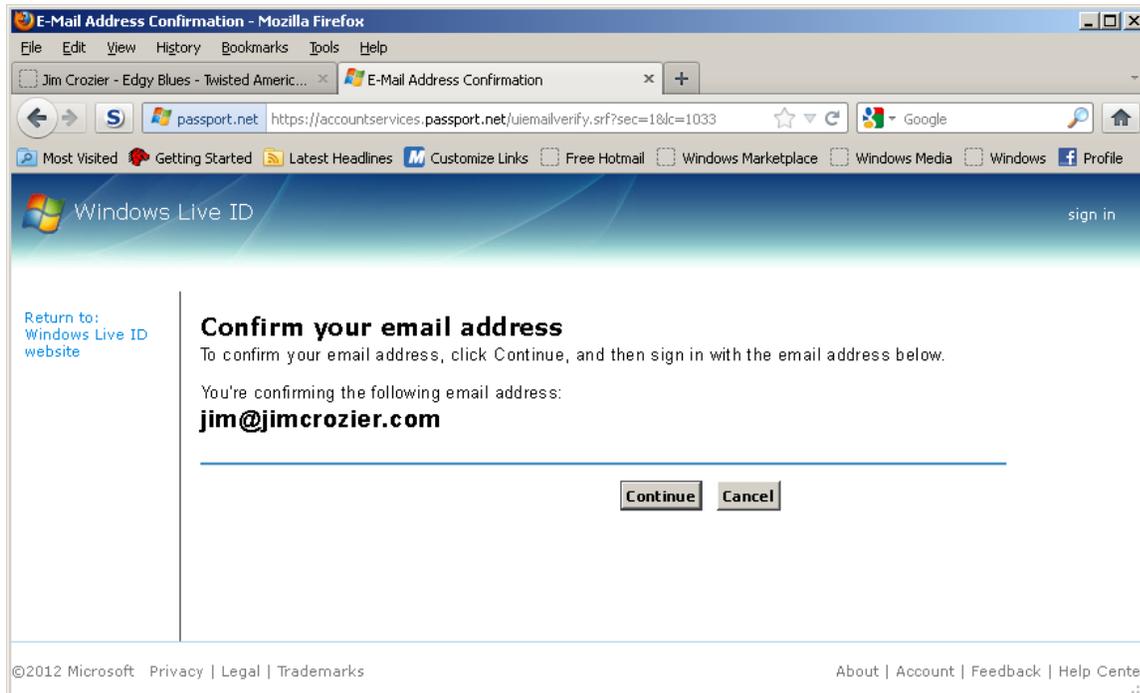
9. You should receive a message like the following example – you must respond to it by clicking on the link provided in the message to verify the Live ID process.

Hi jim@jimcrozier.com,

Greetings from Windows Live.

You've created jim@jimcrozier.com as your Windows Live ID. To use your Windows Live ID, we need to verify that this is your email address. This helps us prevent automated programs from creating accounts and sending out spam.

Use this link to verify your account:
https://accountservices.msn.com/EmailPage.srf?emailid=3a43d7db205c6d90&ed=CkSS6pB8dEdQ5VTbn3Bf1YfiEQ P4TkDg7rI6CrqvLSE4qmQ%2B8fADHek5IU744ksxxxxxxxxxxZbF9V1fITZQatAZY%3D&lc=1033&urlnum=0

If you didn't use this email address to create a Windows Live ID, use this link to cancel the account:
https://accountservices.msn.com/EmailPage.srf?emailid=3a43d7db205c6d90&ed=CkSS6pB8dEdQ5VTbn3Bf1YfiEQ P4TkDg7rI6CrqvLSE4qmQ%2B8fADHek5IUxxxxxxxxNssZbF9V1fITZQatAZY%3D&lc=1033&urlnum=1
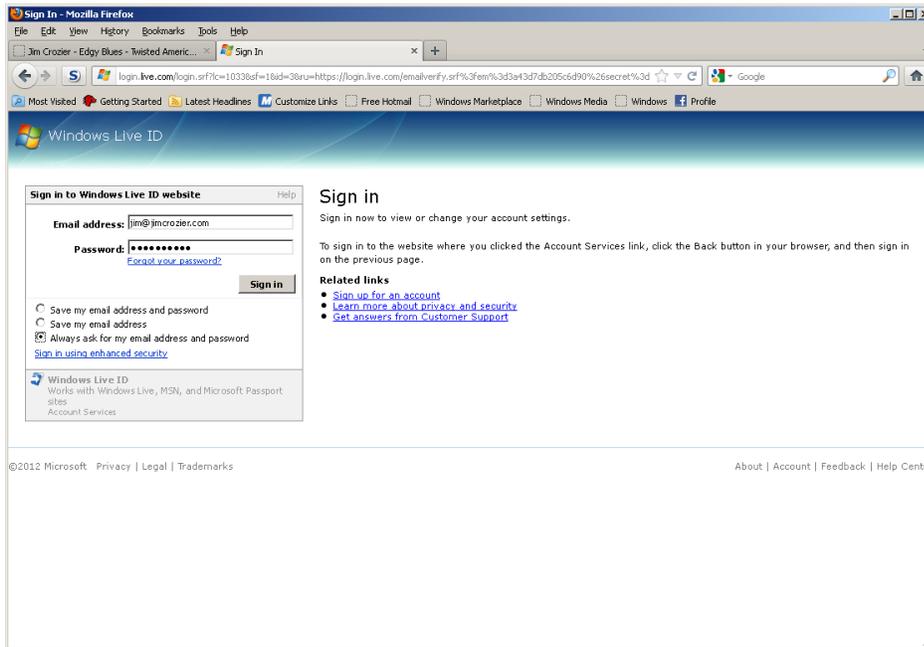
Thank you,
Windows Live

Microsoft respects your privacy. To learn more, please read our online privacy statement: http://go.microsoft.com/fwlink/?LinkId=74170

Microsoft Corporation
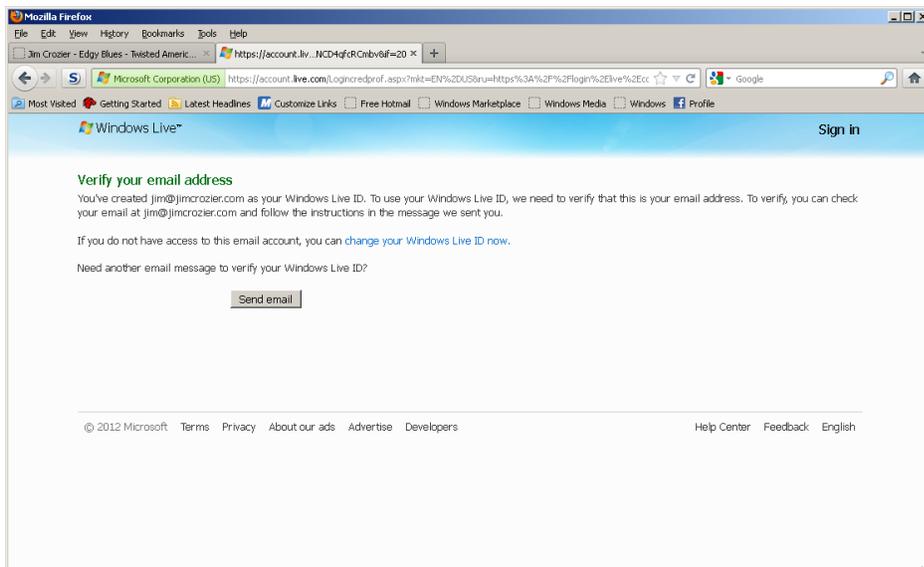One Microsoft Way
Redmond, WA 98052

10. Clicking on the verification link should take you to a page like this. Click Continue.
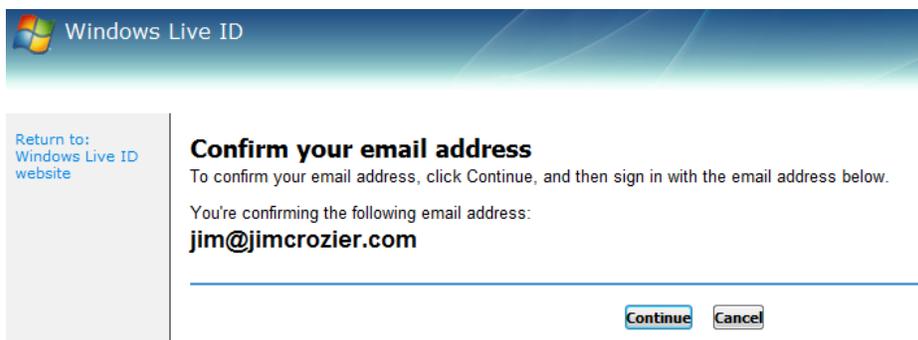
11. Test your new credentials here:

12. Once you receive a page such as this, the process is complete. Be sure to provide the email address that you registered with Live ID to your Department of State contact person.

13. You should also receive an information message such as the following example. You will probably want to keep this information for future reference.

Hello jim@jimcrozier.com,

Thank you for signing up for a Windows Live ID.

Use the e-mail address (jim@jimcrozier.com) and password you provided during sign-up to sign in at any site or service where you see the Windows Live ID logo.

This e-mail message contains important information on how to use your account, including what to do if you forget your password. Please save or print a copy so you can refer to it later.

TO SIGN IN
Click the sign in link at any participating site, and then type your e-mail address and password in the sign in box.

You can also sign in with a single click, by choosing to save your e-mail address and password on your computer when you sign in.

TO SIGN OUT
Click the sign-out link at any participating site to sign out of all Windows Live ID sites.

OTHER IMPORTANT LINKS

You can sign into Account Services from the Windows Live ID home page at:

https://accountservices.passport.net/?lc=1033

At Account Services you can see more useful information, and view or change your profile.

IF YOU FORGET YOUR PASSWORD
You can reset your password at Account Services. We strongly recommend choosing a question and a secret answer, and an alternate e-mail address where you can have Windows Live ID send you a password reset message. To create these password safeguards, go to the Credentials page of Account Services.

To reset your password, go to Account Services, click Forgot Your Password, and follow the instructions on the screen.

Windows Live ID is committed to protecting your privacy. We encourage you to review the Privacy Statement at

https://accountservices.passport.net/PPPrivacyStatement.srf?lc=1033

If you have questions regarding the Privacy Statement, send an e-mail message to passpriv@microsoft.com.

To request more help, contact Customer Support
at https://accountservices.passport.net/CustomerSupport.srf?lc=1033.

Thank you for using Windows Live ID!

Windows Live Team