



IT Training

Accounts & Password Set-Up



Alaka`ina Portal Credentials

Aloha and Welcome to the Alaka`ina Foundation Family of Companies `Ohana! Below are your credentials for accessing the Alaka`ina Employee Portal. You will use this information, along with steps outlined on the next page, to immediately log-in and change your temporary password.

Username:

First initial last name (ex. jdoe)

Temporary Password:

Issued by IT (ex. KT@jdo****)

Email Address:

First initial last name @alakaina.com
(ex. jdoe@alakaina.com)

- Once you have been successfully On-Boarded you will receive an email with your login credentials.
- You should receive this email from the email address:

servicedesk@alakaina.com

Changing Your Password

Step 1 - Change your password

(This will change the password for Email, SharePoint, and DELTEK Time & Expense).

- Enter the following address in a Web Browser to access the Alaka`ina Employee Portal:

<https://portal.alakaina.com>

- Click on the Change My Alaka`ina Password link

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Change My Alaka`ina Password

ADP HR Portal

Outlook Web Access

Employee Resource Center

Heart of `Ohana

Family of Companies

Alaka`ina Foundation (NHO)

GLOBAL PRESENCE, LOCAL SERVICE

Foundation Headquarters:
1600 Kapiolani Blvd.
Suite 530
Honolulu, HI 96814
(808) 944-3885

Corporate Services:
12565 Research Pkwy.
Suite 300
Orlando, FL 32826
(407) 475-3841

For information on our services,
solutions, employment, or
partnering please contact us at
sinfo@alakaina.com

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Changing Your Password

Step 1 – Change your password Cont.

- Your new password must meet the following requirements:
 - Be at least **EIGHT** characters in length
 - Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Numbers (0 through 9)
 - Non-alphabetic characters (ex. !, \$, #, %)
- Complete the fields, click submit
- You will receive a message indicating that your password has been successfully changed



Alakaina E-Mail Address:

Current password:

New password must meet complexity requirements:

Confirm new password:

Note: Your new password must meet the following requirements:

- May not reuse any of your previous 3 passwords
- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Be at least seven characters in length
- Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Numbers (0 through 9)
 - Non-alphabetic characters (for example. !, \$, #, %)

For Assistance Contact 407-308-3772

Accessing Your Email Account

Step 2 – Accessing your webmail account

- Enter the following address in a Web Browser to access the Alaka`ina Employee Portal:
<https://portal.alakaina.com>
- Click on the Outlook Web Access link

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Accessing SharePoint Company Intranet

Step 3 – Accessing SharePoint

- Enter the following address in a Web Browser to access the Alaka`ina Employee Portal:

<https://portal.alakaina.com>

- Click on the Employee Resource Center link

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Contact Information

If you need help...

Submit a ticket to the IT Helpdesk

- By Email:
helpdesk@alakaina.com
- Or call **407-308-3772** and leave a message.

