

IT New Hire Training



Alakaina Portal Credentials

- **When 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**

Aloha and Welcome to the Alakaina Foundation Family of Companies Ohana!
Below are your credentials for accessing the Alakaina 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@jdo0224)

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

Change My Alaka`ina 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 Alakaina Employee Portal:
- <https://portal.alakaina.com/>



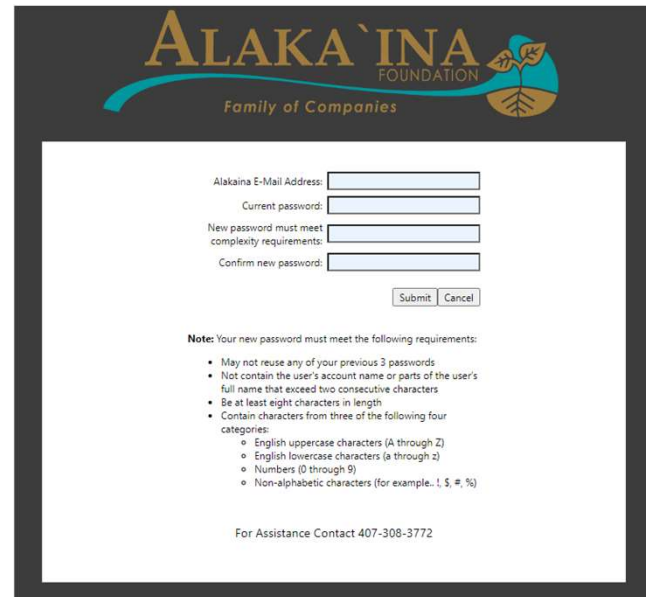
Your new password must meet the following requirements:

Not contain the user's account name or parts of the user's full name that exceed two consecutive characters

1. Be at least seven characters in length
2. Contain characters from three of the following four categories:
3. English uppercase characters (A through Z)
4. English lowercase characters (a through z)
5. Numbers (0 through 9)
6. Non-alphabetic characters (for example, !, \$, #, %)

Change My Alaka`ina Password, cont.

- Step 1 Cont.
- Complete the fields, click Submit
- You will receive a message indicating that your password has been successfully changed once all fields are complete.



The screenshot shows the Alaka`ina Foundation password change interface. At the top, the logo features the text "ALAKA`INA FOUNDATION" in gold and blue, with a stylized tree and leaves to the right. Below the logo is the tagline "Family of Companies" in a smaller font. The main form area is white and contains the following fields and controls:

- Alakaina E-Mail Address:
- Current password:
- New password must meet complexity requirements:
- Confirm new password:

Below the fields are two buttons: "Submit" and "Cancel".

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 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 (for example, !, \$, #, %))

At the bottom of the form, it says "For Assistance Contact 407-308-3772".

Signing into your Outlook Web Access

- Step 2
- To access your webmail account.
- Enter the following address in a Web Browser to access the Alakaina Employee Portal:
- <https://portal.alakaina.com/>

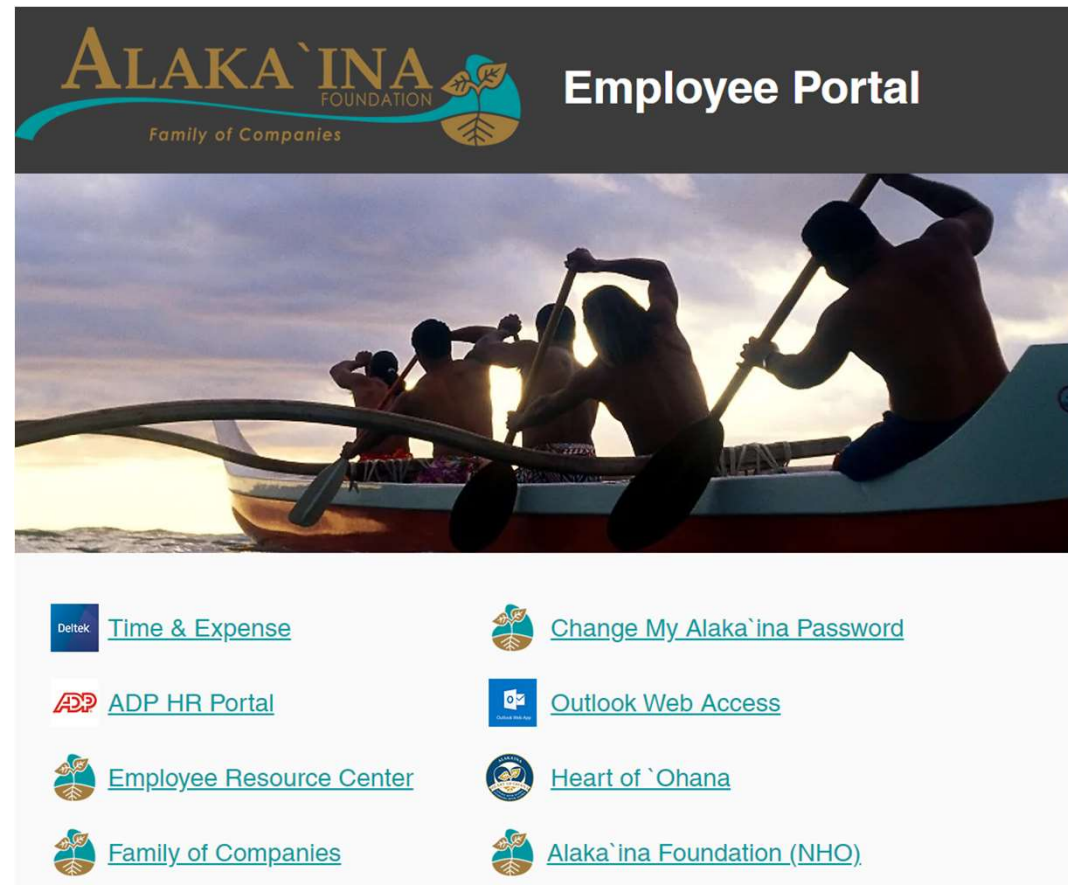


There will be a copy of this email in your new mailbox. Please reply to this to this e-mail from your webmail account to let us know that you were able to successfully log in and change your password. You may also contact us by phone at 407-308-3772.









Please continue to monitor this email account, your orientation package will be sent to this address.

Accessing SharePoint Employee Resource Center

- Step 3
- To access the company's SharePoint Intranet site enter the following address in a Web Browser to access the Alakaina Employee Portal:
- <https://portal.alakaina.com/>



The screenshot displays the Alakaina Foundation Employee Portal. At the top, the logo for ALAKA'INA FOUNDATION is shown, featuring a stylized tree icon and the text "Family of Companies". To the right of the logo, the text "Employee Portal" is displayed. Below the header is a large image of several people in a canoe on the water, silhouetted against a sunset sky. The main content area contains a grid of links, each with a small icon and a text label:

 Time & Expense	 Change My Alakaina Password
 ADP HR Portal	 Outlook Web Access
 Employee Resource Center	 Heart of `Ohana
 Family of Companies	 Alakaina Foundation (NHO)

If You Need Help...



- **Submit a Ticket to the IT Helpdesk by emailing: helpdesk@Alakaina.com**

- **Or by calling 407- 308-3772 and leaving a message.**