

simplicity

A 24 SEVEN COMPANY

Simplicity has issued you a laptop that has been preconfigured by IT with your Simplicity account. So, you may access Microsoft Office 365 desktop applications.

To Access Laptop:

- Sign in using your Simplicity login. This would have been sent to your personal email. If you have any issues accessing or are unsure of your account information, please reach out to ac@simplicityci.com.
- Please change your temporary password for your Simplicity account.
- Complete the Multi Factor Authentication set up using the instructions provided.

How to Change your Password:

- Click on the circle with your initials in the top right corner
- Select "View Account"
- Under the Key icon, choose "Change Password"

How to Setup Multi Factor Authentication: See MFA Instructions sent to your personal email with this form.

If you ever need IT support while on project, you can refer to the contact information below or visit [Simplicity Exchange](#) for more information.

Simplicity Team

Account permissions, password reset

Email: AC@simplicityci.com

ISOutsource

Network connectivity, loaner hardware

Phone: 800-240-2821, option 1

Email: support@isoutsource.com

Subject Line: SIMPLICITY + short description of issue

Email: AC@simplicityci.com with any questions