

IT

Kontakta/Incident/Request/Frågor

<https://soprasteriacorp.service-now.com/sp?id=index>

Tel (Mån-Fre 8-17): 08-400 216 63

# First use of your computer

Help and guidance  
for new employees.



# Before you begin:

This user guide is divided by two sections. Section 1 is about how to set up your Sopra Steria-PC for the first time. Section 2 is about how to find and set up available tools on your computer.

Before you start the setup, it is important that you make the following remarks as they are important information which you might come across during the first-time setup of your Sopra Steria-PC.

Sopra Steria has an activation policy for the Microsoft Office license and please be aware of the following outcomes:

- **Your Microsoft Office licence applications and Pulse Secure (VPN) will be accessible when **your device is sanity checked. (Sanity check is an automagical process which does not require any action from the user)****
- **It can take from 48-72 hours before the Office license is activated from first time login and Pulse Secure can be used**
- **However, you will have full access to Microsoft Office in web version by login with your Sopra Steria email address and password to access Outlook and other applications. [www.office.com](http://www.office.com)**
- **Sopra Steria uses Microsoft Intune to help organizations manage access to their internal apps, data, and resources. Intune Company Portal is the app that lets you, as an employee securely access those resources. The company Portal is a software that is available on your computer. From this software, you will be able to install others software that Sopra Steria IT made available to you.**
- **Pulse Secure is the VPN software that will enable you to connect directly on Sopra Steria network. You will need to run this application to access internal applications if you are working remotely. Connection to Pulse Secure is not needed if you are at the office.**

**OBS:**

**Connection to Sopra Steria wifi takes 24 hours from start date.**

**Office application E1 to E3 license 24-48 hours from start date.**

There is a specific procedure to follow in order to be able to use this computer and access Sopra Steria resources. Failing to follow it will prevent you from using the device.

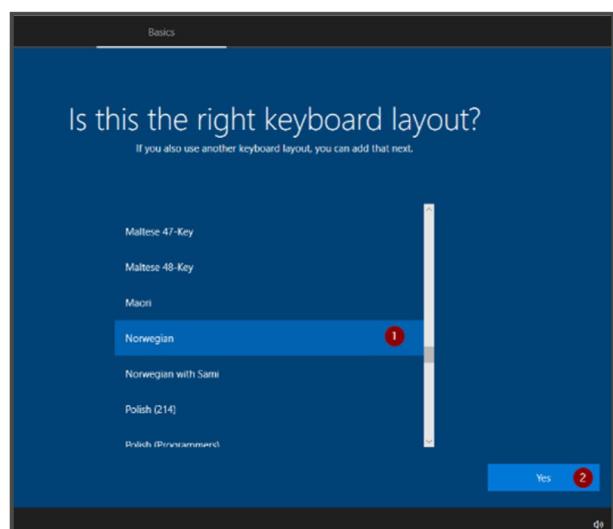
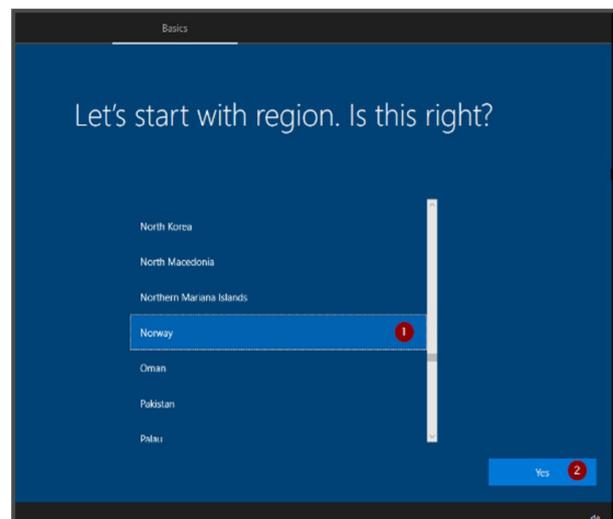
**Time to complete the procedure:** 60~120 minutes

**Prerequisite:** an internet connection

you may start by pushing the Power-on button and follow this procedure. Please note! When you start setting up your computer, please make sure to be connected to the selected network until you have completed section 1.

## Time zone and Keyboard settings

The first screens you will see are the region settings. It won't change the interface language, it will play on Currency and Time format. The second screen is the Keyboard layout. Choose the appropriate one corresponding to your physical keyboard. Select **"skip"** on **"Want to add a second layout keyboard?"**

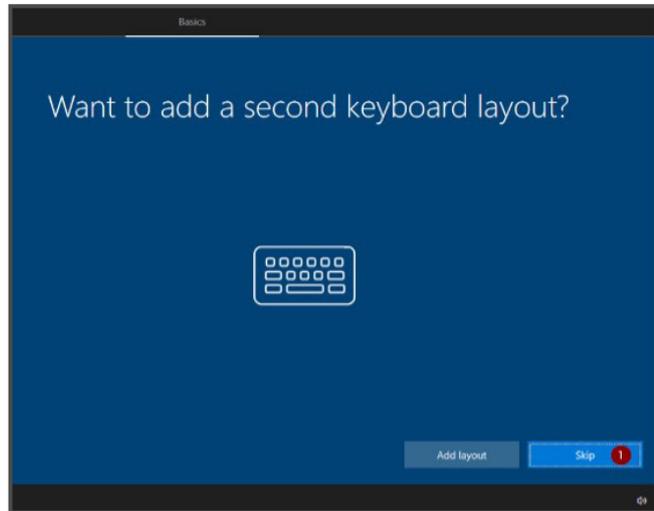


## Internet network connection

The next step is to connect the computer to the internet, if you have already plugged an Ethernet cable to the computer, you won't see this page.

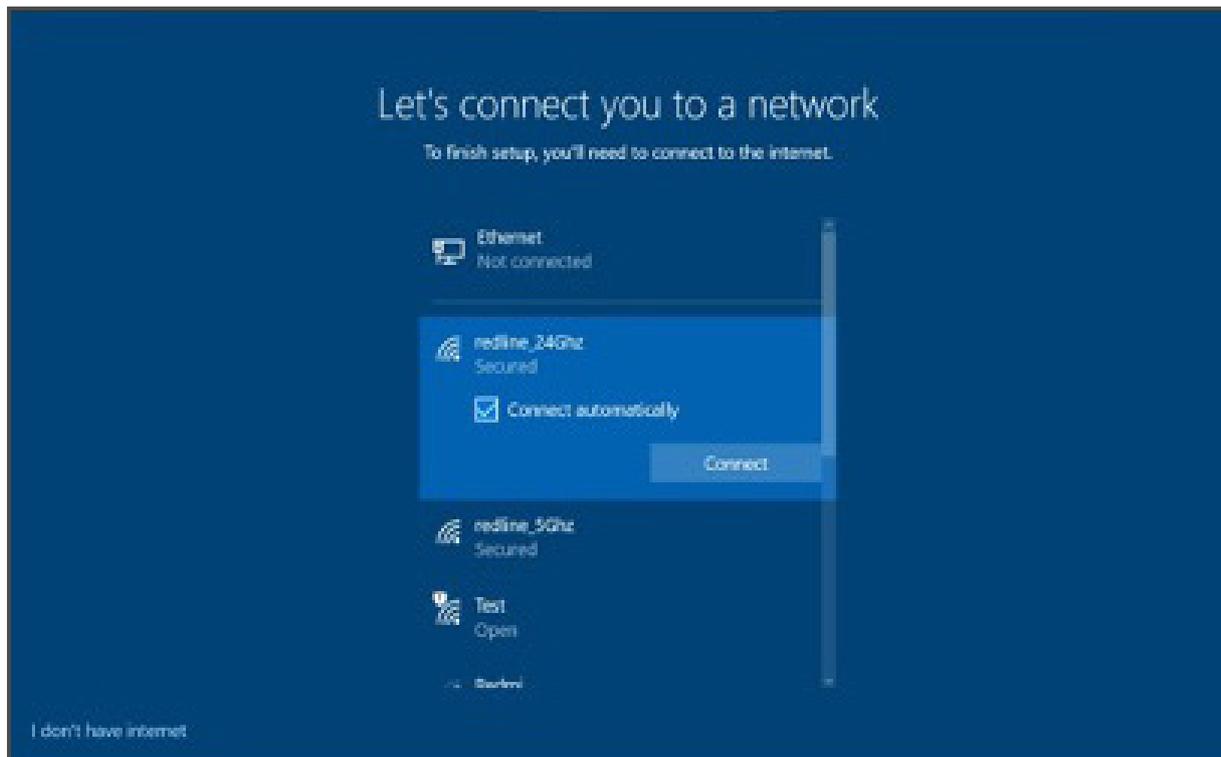
If you don't have any ethernet cable connection available, you may connect to WiFi.

If you are on a SopraSteria site, use mobildata

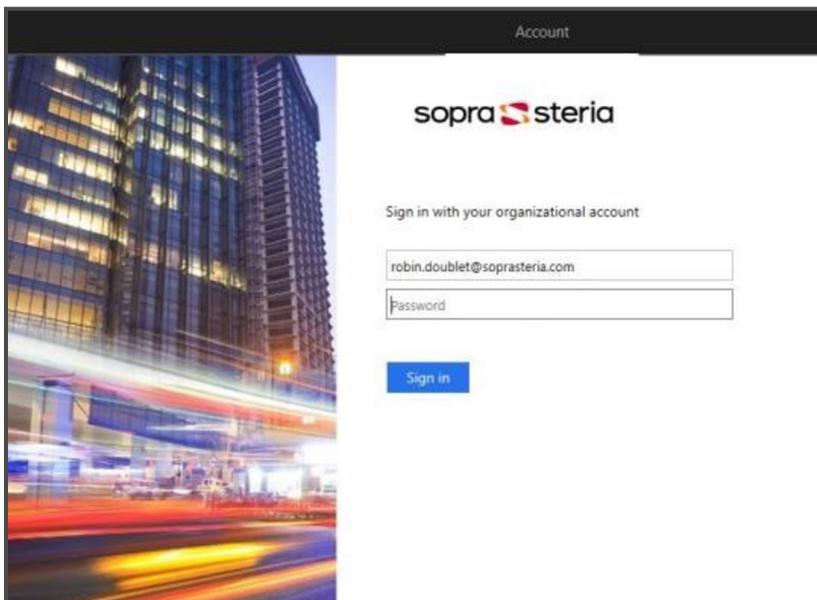
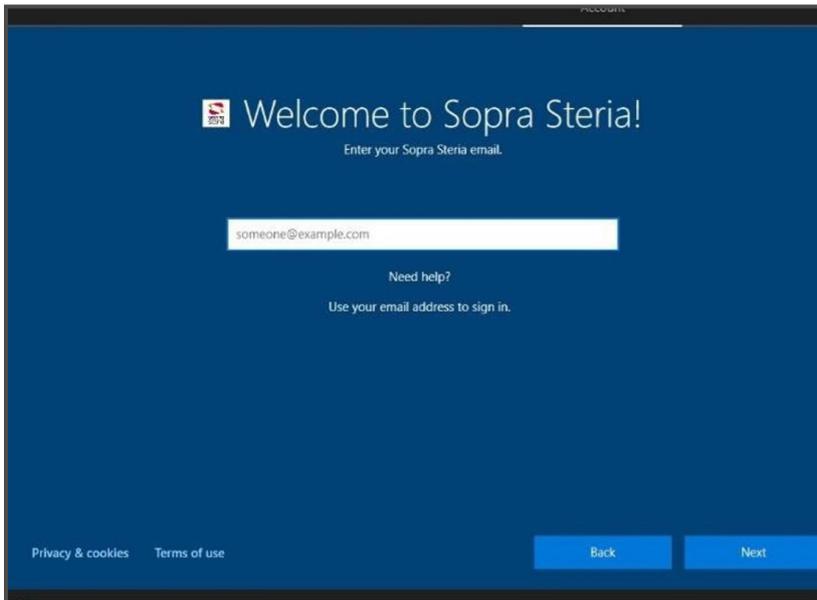


## Sopra Steria Authentication

On the next page you will be prompted for your Sopra Steria Email Address, and you will be redirected to another page to enter your password.



Welcome to  
Sopra Steria!



**sopra steria**

rodrigo.contreras@soprasteria.com

### More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

Use your email address to sign in.

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

#### Microsoft Authenticator



**Start by getting the app**

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

#### Microsoft Authenticator



✔ Notification approved

[Back](#) [Next](#)

[I want to set up a different method](#)

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

#### Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

**96**

[Back](#) [Next](#)

[I want to set up a different method](#)

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

#### Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

[Back](#) [Next](#)

[I want to set up a different method](#)

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator app was successfully registered  
Mon, 03 Apr 2023 06:59:12 GMT

#### Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**

 Microsoft Authenticator

[Done](#)

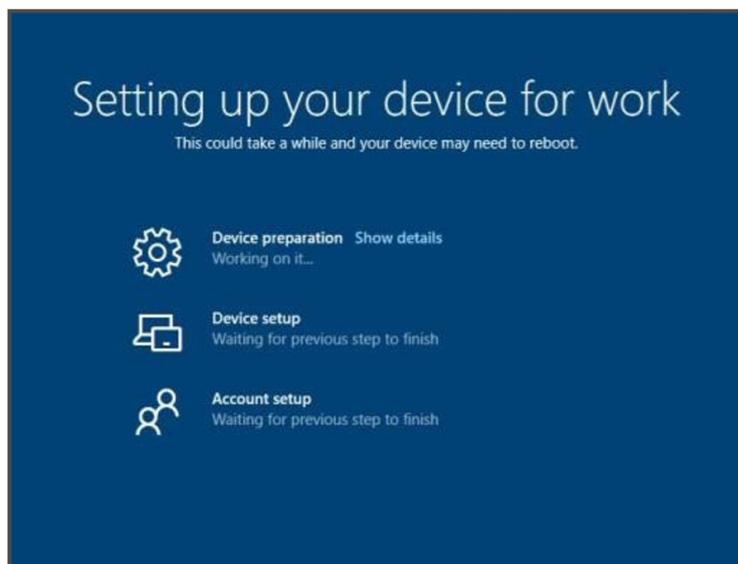
## Enrolment Status Page

After a reboot, the next screen will show the different steps:

- The computer is joining the Sopra Steria Network
- Security policies are applied
- Mandatory security applications are installed

The computer may reboot between different steps and ask for your email address and password again.

The process speed will depend on your internet connection.



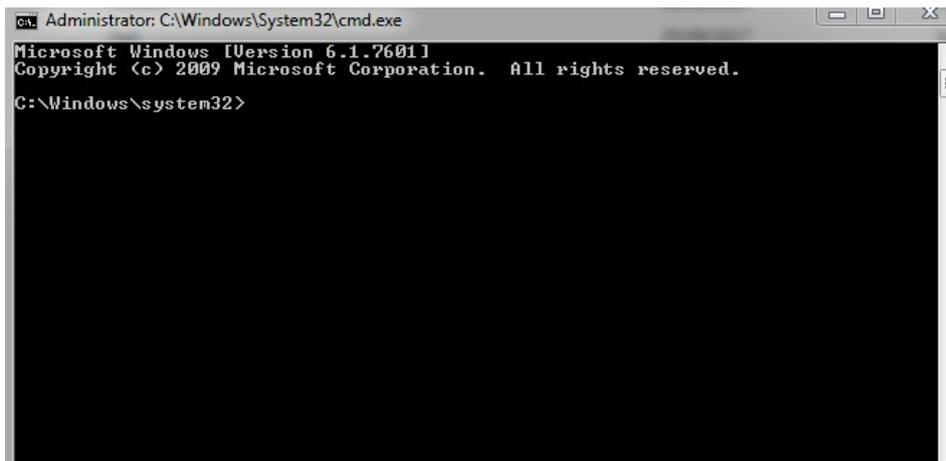
If, during the installation, you get "Certificates (Failed)":



On the keyboard, press enter

Shift+F10

Then the command prompt should come up (see image).

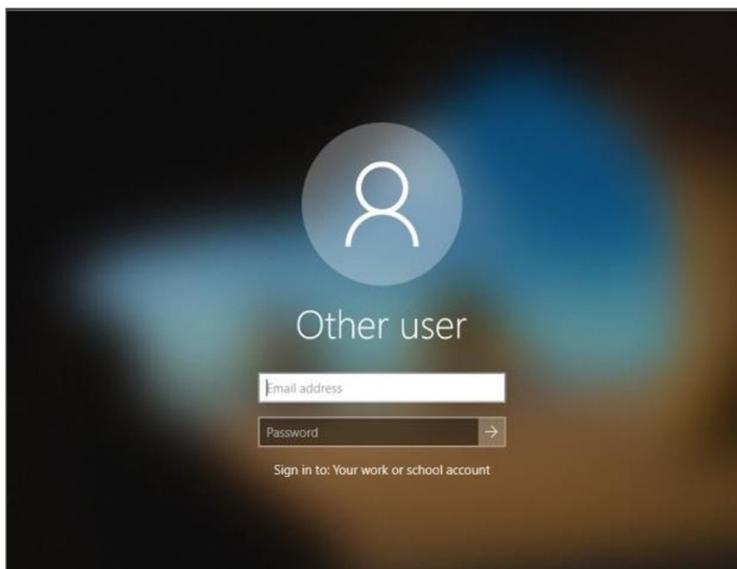
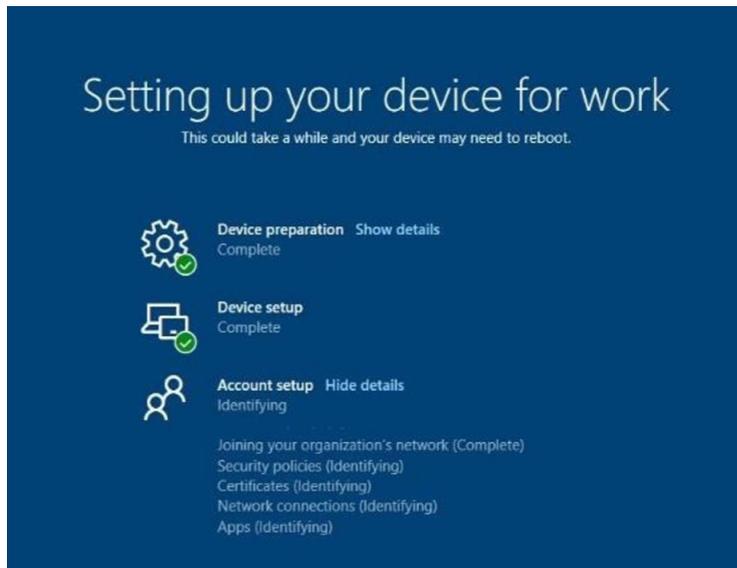


Type "time" and press "Enter"

Enter in the current time and press "Enter"

Close the window.

Click on "Try again".



## Windows Hello

The final step of this section will be to configure Windows Hello Authentication.

If your computer is capable of biometry, you will be able to also use face recognition and fingerprint authentication.

Requirements for creating a pin are at least 14 characters, must include at least one uppercase letter, at least one lowercase letter, at least one number and may include special characters. Can't be a number pattern (such as 123456 or 111111)

Your organization requires Windows Hello

What takes seconds to create and gives you fast and secure sign-in? A Windows Hello PIN! It only works on your device, so it stays off the web.



Set up PIN

Windows Security

Set up a PIN

Create a PIN to use in place of passwords. Having a PIN makes it easier to sign in to your device, apps, and services.

New PIN

Confirm PIN

Include letters and symbols

Your organization has set the following PIN requirements:

- Must be at least 14 characters long
- Can't be longer than 127 characters
- Must include at least one uppercase letter
- Must include at least one lowercase letter
- Must include at least one number
- May include special characters
- Can't be a number pattern (such as 123456 or 11111)

OK Cancel

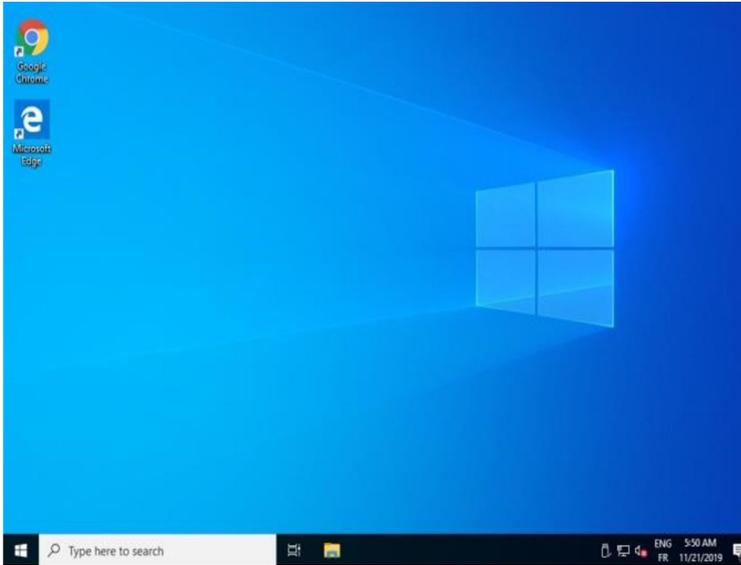
All set!

You can sign in with your PIN now.

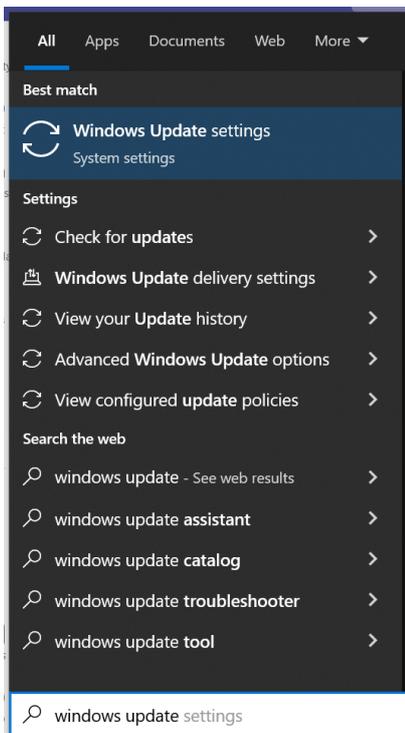


OK

Welcome to  
Sopra Steria!



Search for "Windows Update Settings"



Press the button for "Check updates"

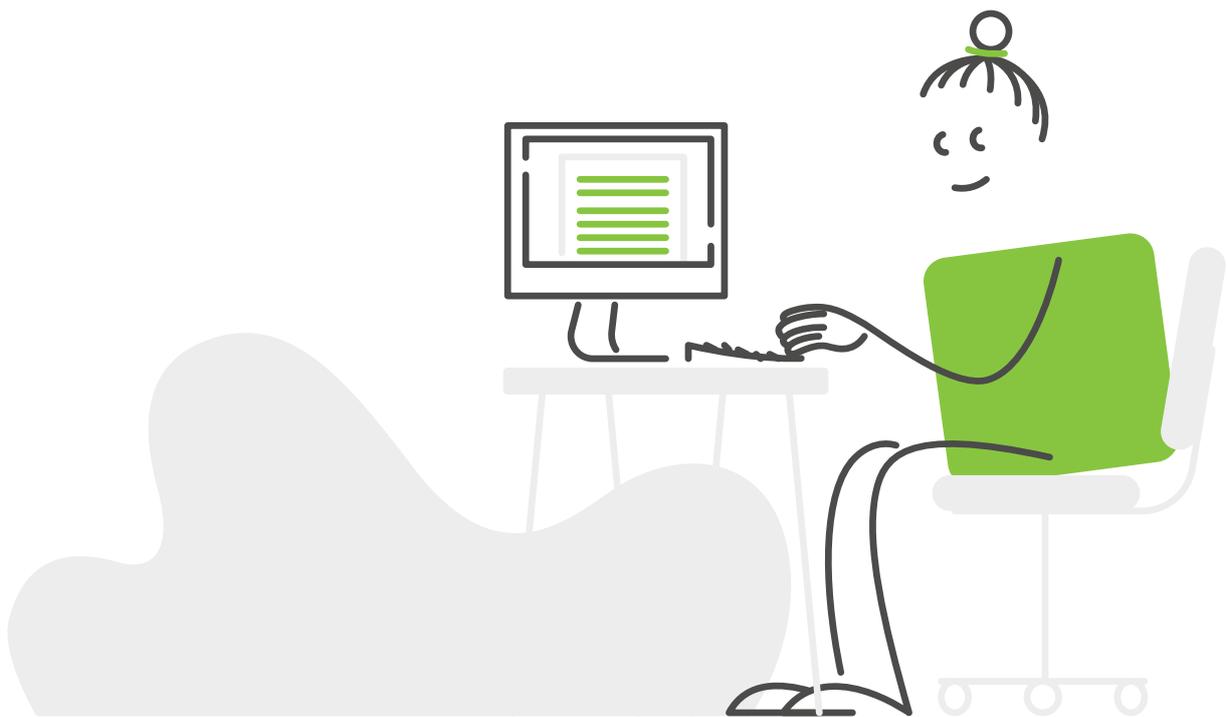
Check for updates

Update everything before installing software, also the optional ones.

If you don't update then Sanity check wont pass and you are not allowed to connect to wifi or download any software from the company portal.

# Available tools on your computer

## (section 2)



**Time to complete this procedure:** ~ 60 minutes

## Company Portal

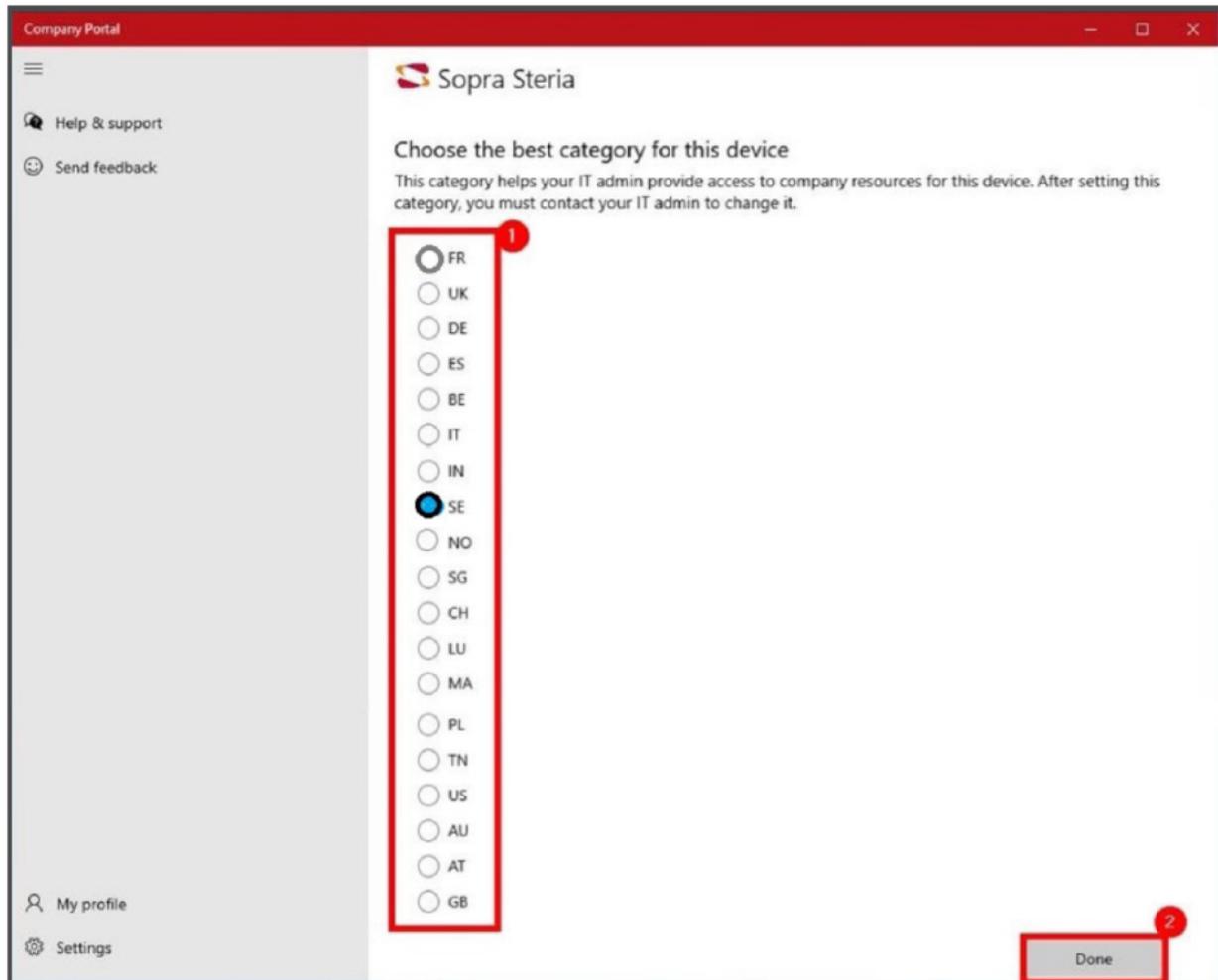
The company Portal is a software that is available on your computer. From this software, you will be able to install others software that Sopra Steria IT made available to you. For instance, you will find the Office 365 Pro Plus suite.

To find the Company portal, open the Start Menu (1), and on the right column, you'll find the app. (2)

**Software is limited until Sanity check has been passed, 24-72 hours.**



The first time you will open the Company Portal, it will ask you to choose your country code. Select "SE" for Sweden.



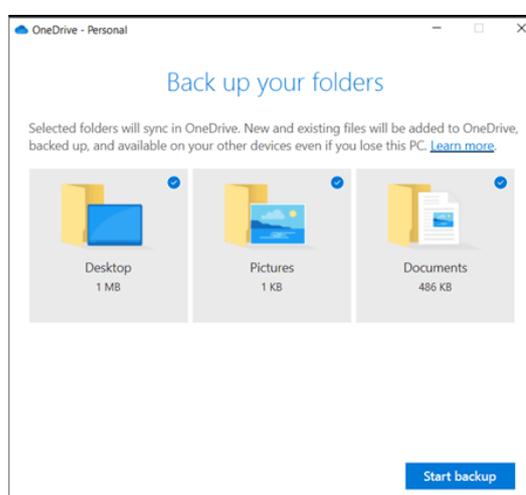
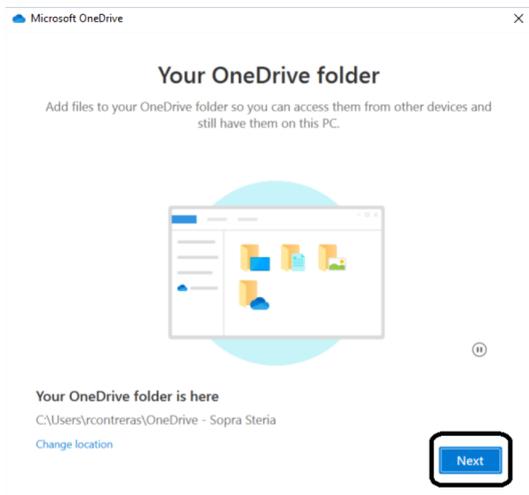
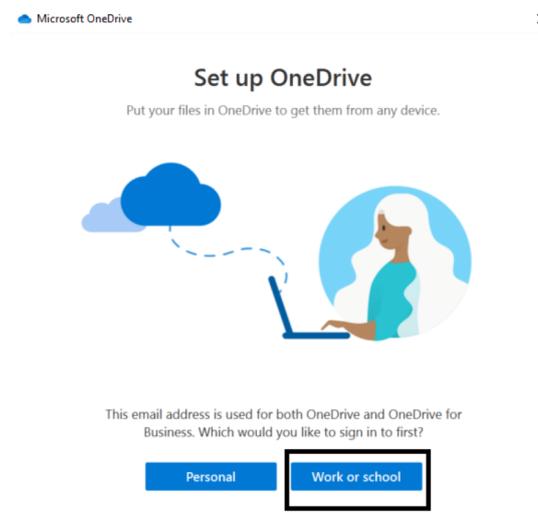
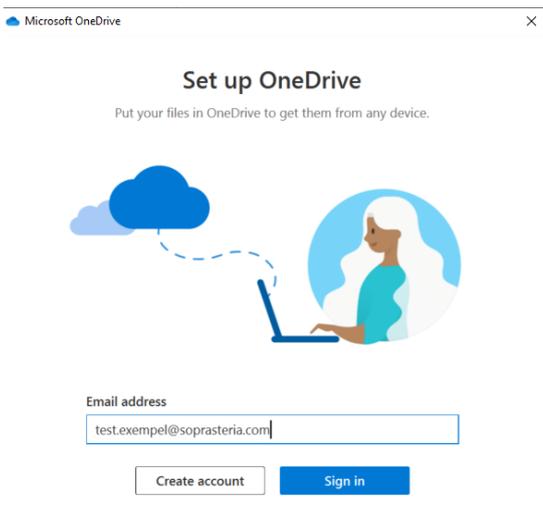
## Teams

Teams will automatically be installed in the background. If not, please use company portal to download and install it.

## Google Chrome

Google Chrome, Firefox are not embedded, but you can download and install if preferred. (Other browser (Opera, Brave, Vivaldi, etc.) might be blacklisted)

# Onedrive



**Important that everything is pressed to insure everything will sync to onedrive**

# Cellphone

You have options to use Teams, Outlook and Sharepoint, etc from the first day of your work. These applications can be downloaded from either Apple store or Google Play store.

Sopra Steria Scandinavia do not push applications or control the device itself, only the applications we use.

Android needs to install Companyportal app to be able to use Outlook / Teams (You do not need to log in, only install)

Iphone only needs authenticator.

