

## Email Access

The information provided above will allow you network access and access to your St. Joseph's email account. Please allow the system about 24-48 hours to fully activate your email account.

### Log in Credentials

**Domain\username:** SJHMC\YOUR NETWORK ID  
(Found in email)

**Temporary password:** WelCome-XXXX  
(xxxx = last four digits of your social security)

After you log in, the system will then prompt you to create a new unique password.



The screenshot shows the Outlook login interface. On the left is a dark blue sidebar with the St. Joseph's Health logo. The main content area features the Outlook logo at the top. Below it are two input fields: 'Domain\user name:' containing 'SJHMC\YOUR NETWORKID' and 'Password:' containing 'WelCome-XXXX'. A yellow callout box points to the password field with the text 'XXXX=Last four digits of your SSN'. Below the input fields is a 'sign in' button with a circular arrow icon. At the bottom, there is a warning message: 'Warning: This system is for authorized users only. Individual use of this system and network without authority or in excess of your authority is strictly prohibited. Monitoring of transmissions or transactional information may be conducted to ensure the proper function, security of data and electronic communications. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible criminal activity or policy violation, personnel may provide the evidence of such monitoring to law enforcement or to other senior officials for disciplinary action, up to and including prosecution.'

**If you have any questions regarding your email login, please contact the Help Desk at 973-754-4494.**

**First Time Computer Log-In:**  
**Username:** Network ID  
**Password:** WelCome-XXXX  
(Last Four of Social Security Number)

Issued by:  
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