

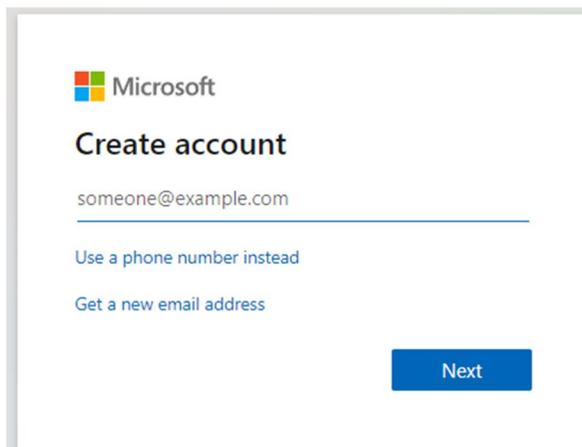
## **REGISTERING TO ACCESS CONTENT FROM THE NJ STATE COUNCIL K of C**

State documents are now being stored in the Microsoft cloud. Access to this content is restricted to Knights and may be further restricted based on your role. **You need to have a Microsoft account to access the content.** If you do not have a Microsoft account or Microsoft email, follow these steps in Section A of this document to create an account name or email.

If you already have a Microsoft account, please proceed to Section B of this Document.

### **Section A: Registering for a Microsoft Account**

1. Go to <https://account.microsoft.com/account/>
2. Click "Create a Microsoft Account". You will see this box:



Microsoft

### Create account

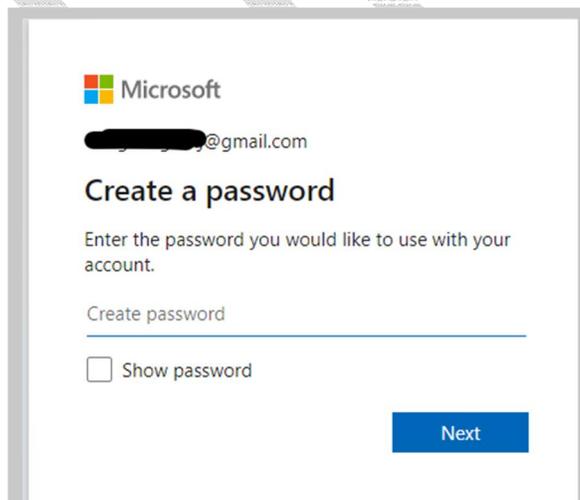
someone@example.com

[Use a phone number instead](#)

[Get a new email address](#)

Next

3. Enter your email address and click NEXT. **Be sure to use the same email address you provided for the State Directory.** The email address does not have to be a Microsoft email. The email address can be gmail, AOL, or any other domain.



Microsoft

██████████@gmail.com

### Create a password

Enter the password you would like to use with your account.

Create password

Show password

Next

4. Create a password and click NEXT.

Microsoft

██████████@gmail.com

## Create account

We need just a little more info to set up your account. Your date of birth helps us to provide you with age-appropriate settings.

Country/region  
United States

Birthdate  
Month    Day    Year

Next

5. Enter your birthdate and click NEXT

Microsoft

← ██████████@gmail.com

## Verify email

Enter the code we sent to ██████████@gmail.com. If you didn't get the email, check your junk folder or try again.

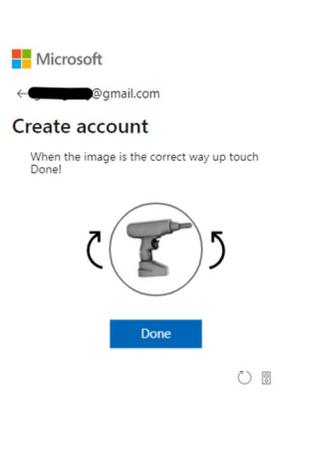
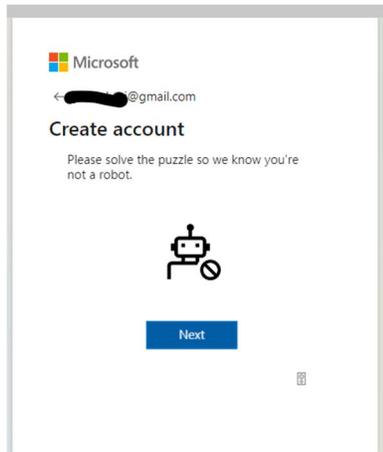
Enter code

I would like information, tips, and offers about Microsoft products and services.

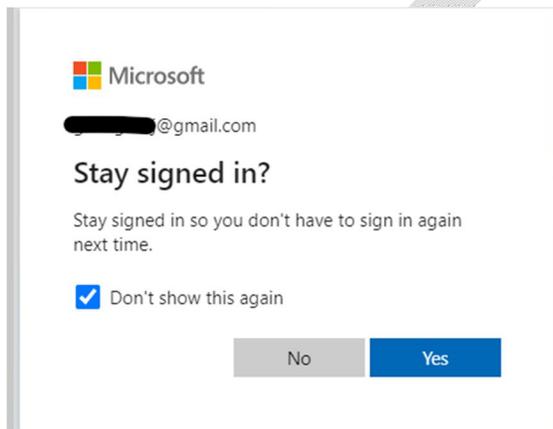
Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

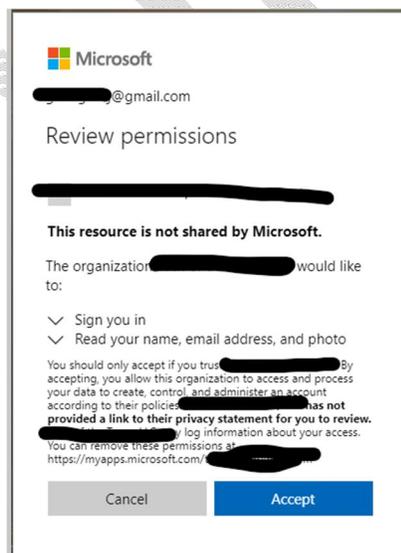
6. You will receive an email with a verification code. Enter the code from the email where it says "Enter Code". You can uncheck the box that says "I would like information, tips....". Then click NEXT.



7. You will be presented with a verification puzzle. Click NEXT. Follow the prompts to solve the puzzle then click DONE.



8. You can choose whether or not to stay signed in. Click NO or YES, based on your own preference.



9. You will receive a notice to review and accept permissions. Click ACCEPT. That's it. You've created your Microsoft account!

## **Section B: Registering your Microsoft account or email with the State Council website.**

As you now have a Microsoft account or email, you will need to register the account or email with the NJ State Council Website.

Please fill in the form on the website on the 'Login registration' page and submit the information.

After registering, you will be notified by email that your access was granted. Then you will be able access the content on the State Council website.

DRAFT