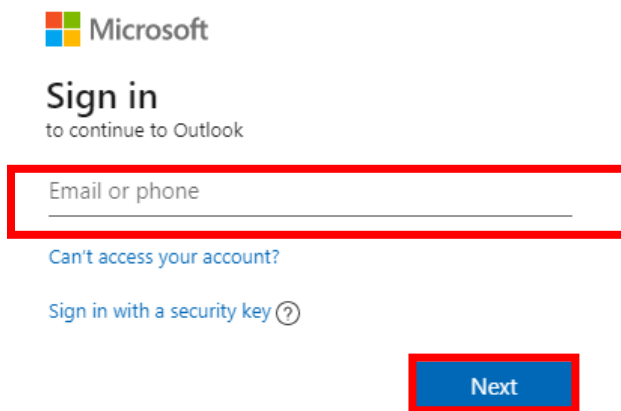



Signing into Email

1. Open your web browser
2. Go to outlook.office365.com
3. **Please refer to the letter provided by HR for your email login and password**
4. Enter the email address
5. Click "Next"
6. Enter the password
7. Click "Sign in"



 Microsoft

Sign in

to continue to Outlook

[Can't access your account?](#)

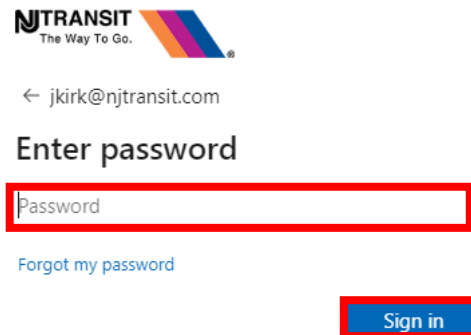
[Sign in with a security key ?](#)


Next

- The password will follow this scheme:

Rail employees - Rop(employee number)
Bus employees - Bop(employee number)
Police employees - Pol(employee number)
Light Rail – Lrc(employee number)
Procurement – Prc(employee number)

- Example
Rail employee
Employee number: 004719
Password would be "Rop004719"



 NJTRANSIT
The Way To Go.

← jkirk@njtransit.com

Enter password

[Forgot my password](#)

Sign in

!!Warning- this portal is restricted to authorized NJTRANSIT users only. Any individuals attempting unauthorized access will be prosecuted. If unauthorized, terminate access immediately!

8. Enter password information

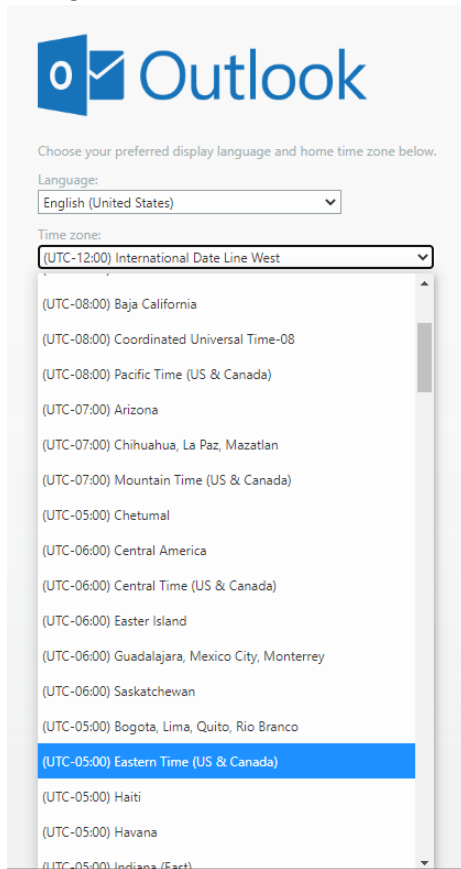
- Enter the password used in step 3 for the current password field
- Enter desired new password
 - **Password requirements****
 - **Password length needs to be between 8 characters and 16 characters**
 - **Password must include upper and lowercase letters and numbers**
- Repeat new password
- Click “Sign in”

The screenshot shows the 'Update your password' form on the NJTRANSIT website. The form includes the NJTRANSIT logo, the user email 'jkirk@njtransit.com', and the title 'Update your password'. Below the title is a message: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three input fields: 'Current password', 'New password', and 'Confirm password'. A blue box labeled 'Sign in' is located to the right of the 'Confirm password' field. A grey warning box at the bottom contains the text: '!!Warning- this portal is restricted to authorized NJTRANSIT users only. Any individuals attempting unauthorized access will be prosecuted. If unauthorized, terminate access immediately!'. Annotations with arrows point from external boxes to the form fields: 'Password from Step 3' points to the 'Current password' field, 'Desired new password' points to the 'New password' field, and 'Repeat the new password' points to the 'Confirm password' field.

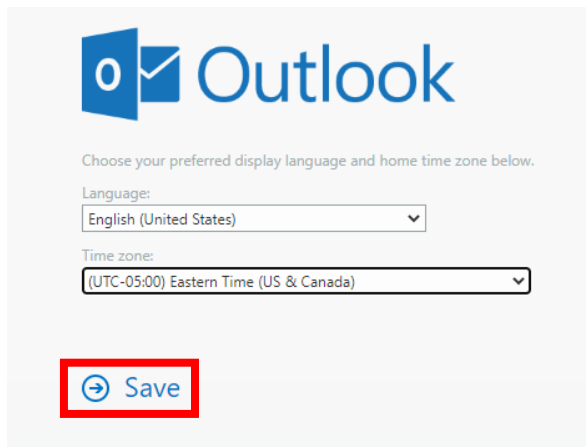
9. Click “Yes” to stay signed in

The screenshot shows the 'Stay signed in?' form on the NJTRANSIT website. It includes the NJTRANSIT logo, the user email 'jkirk@njtransit.com', and the title 'Stay signed in?'. Below the title is a message: 'Do this to reduce the number of times you are asked to sign in.' There is a checkbox labeled 'Don't show this again'. Below the checkbox are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red border. A grey warning box at the bottom contains the text: '!!Warning- this portal is restricted to authorized NJTRANSIT users only. Any individuals attempting unauthorized access will be prosecuted. If unauthorized, terminate access immediately!'

10. Change the timezone to “Eastern Time”



11. Click “Save”



For questions or concerns, please contact the IT Service Desk:

- Email: helpdesk@njtransit.com
- Phone: 973-491-HELP (4357)