

# Aecon New Computer Setup



## New Computer Setup Guide

**New employees** are encouraged to work through this entire guide to ensure a smooth set-up experience. It will provide valuable information about Microsoft applications, security, and Aecon’s software request processes.

**Existing employees** who are familiar with Microsoft 365 products can use the menu to navigate the document. Ensure you have Microsoft Authenticator App on your mobile phone and review the sections about Company Portal and Software Requests.

### Description of guide contents:

- Laptop initial setup and login instructions
- Microsoft Authenticator Mobile Application
- Security Application Authentication
  - Palo Alto & Zscaler
- Microsoft Office 365
  - Edge                      ◦ Teams
  - Outlook                  ◦ OneDrive
- Software request and download instructions
  - Company Portal (Self-serve software solution)
  - OneClick - Software Request Ticket

### Navigation Menu

- Introduction
- Setup Instructions
- Authenticator App
- Microsoft Edge
- Zscaler & Palo Alto
- Windows Hello
- Microsoft Office 365
- Software Requests

This is an interactive PDF  
Click on the navigation menu

# Aecon New Hardware Setup

## Setup Instructions (pg. 2-3)

Your laptop box should include the laptop and charger. Follow the connection instructions below.

Note that you will also receive an accessory kit containing a laptop bag, mouse, and headset.

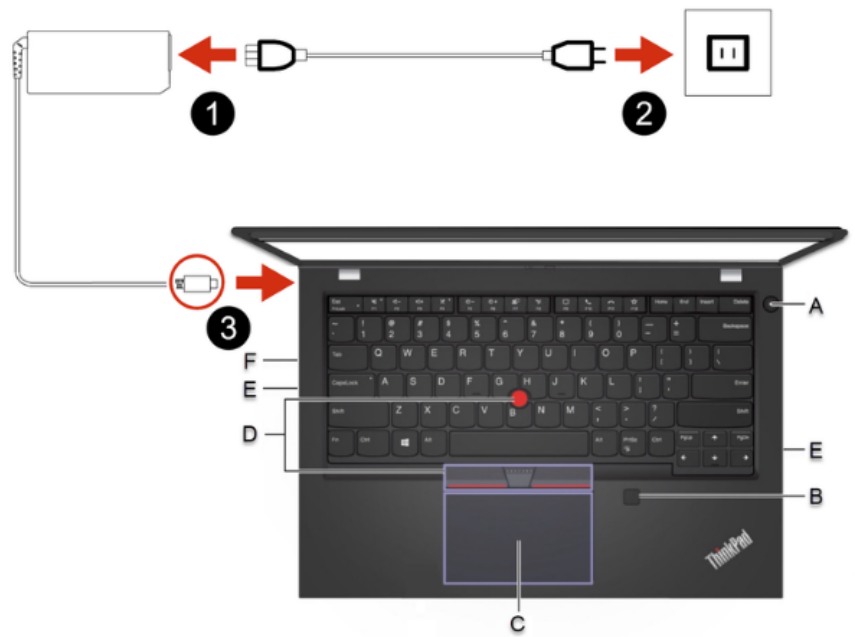
- Setup Instructions
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Navigation menu is clickable

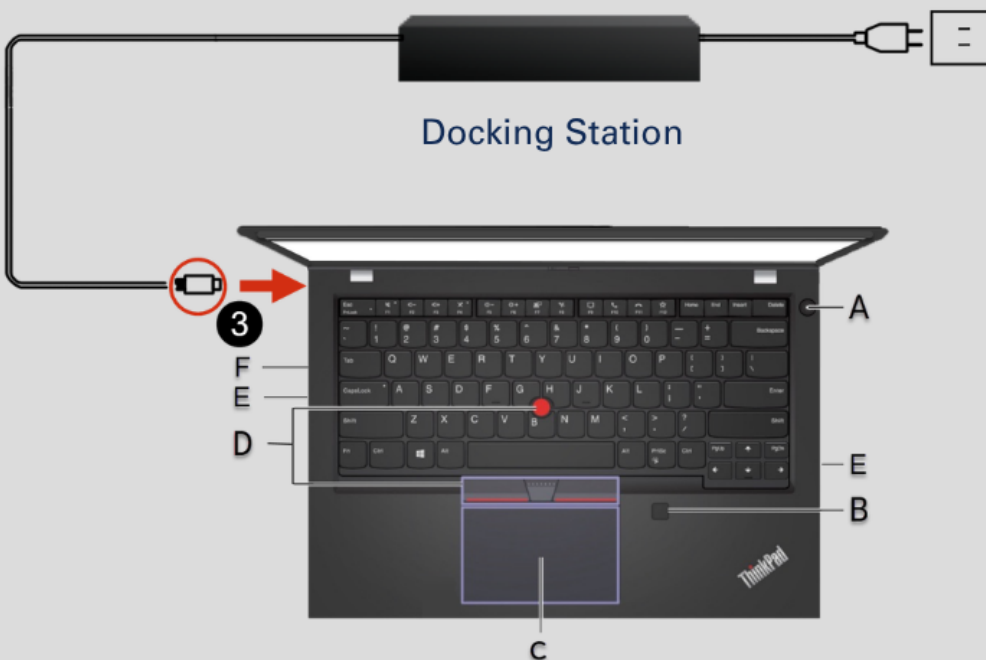
### Steps:

- 1** Connect the AC adapter brick to the power cord.
- 2** Plug the power cable into a wall outlet.
- 3** Connect the USB-C end of the power cable into the laptop.
- 4** Power on computer.

**At home setup:** Use the diagram below to set up the power cables to your laptop.



**Job Site or Office:** For desks with a docking station, skip to step 3, since the docking station already has a power supply.



- A - Power Button
- B - Biometrics Finger Reader
- C - Touch Pad
- D - Mouse
- E - USB port
- F - HDMI port

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## Setup Instructions (pg. 2-3)

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### Step 1: Connect to Power and Turn on

Connect your computer to the included power cord, open the lid and press the power button (located in the top right corner, above the keyboard).

### Step 2: Connect to Wi-Fi.

Scroll through the Wifi options and select the connection that suits your location:

- **Home or another location**, choose a (secure and trusted) wireless network and enter the password, then **select Next**.
- **Offices and job sites**, choose the **Aecon Wireless Network** for your work location.

### Step 3: Login with Aecon Credentials

When prompted, enter your Aecon email credentials.

Your credentials will be **emailed to you from Human Resources**.

### Step 4: Laptop configuration and setup

Your laptop will update and run through a configuration.

## This may take 20 - 30 minutes.



If you receive an error message take a picture with your phone and call Service Desk

- Keep your computer plugged in to a power source.
- Your computer will restart and prompt for your credentials again before completing this process.

**Important: While waiting for your updates, complete set up of your Microsoft Authenticator Application. See next page.**

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## Microsoft Authenticator App



The Microsoft Authenticator mobile app is used for multi-factor authentication and is a critical part of Aecon’s cybersecurity policy and posture. Multi-factor authentication adds an additional layer of protection to your account and Aecon’s data and systems. Every Aecon mobile device has the Microsoft Authenticator Application installed by default, if using another mobile device you must download it from the app store.

### To Setup the Microsoft Authenticator App:

**Step 1:** Locate the  icon for Microsoft Authenticator on your Aecon mobile device or if using another mobile device you may need to download the application.

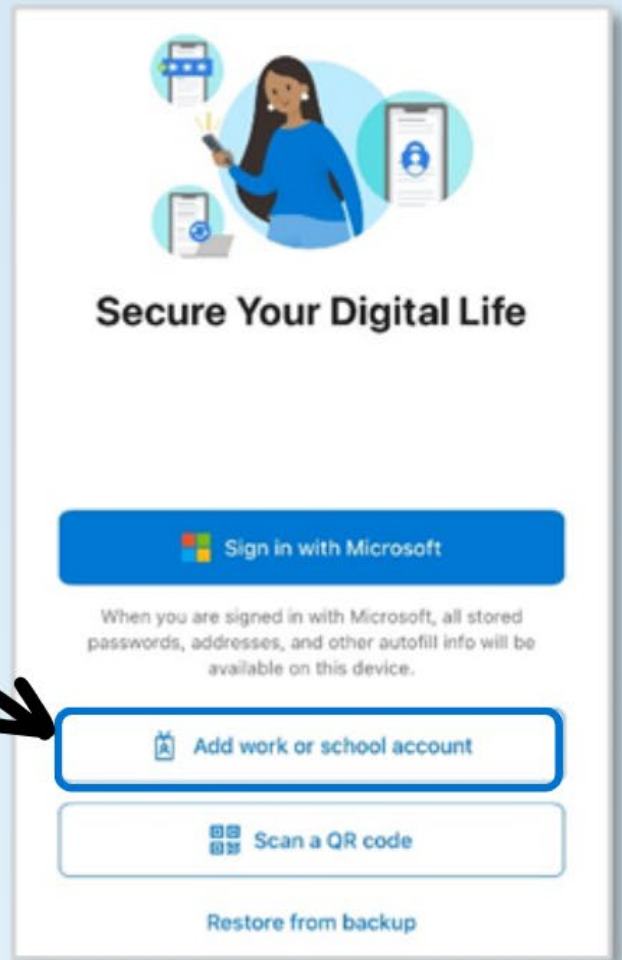


**Click HERE**    
**to download**

**Step 2:** Select the option **Add work or school account.**

**Step 3:** Login with your Aecon credentials, and when prompted **‘allow push notifications’.**

**Step 4:** You are ready to use Microsoft Authenticator Application.



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## Microsoft Edge



Microsoft Edge is the preferred web browser for windows operating systems. When you login to Edge you are able to access your saved bookmarks, setting and browsing experiences the same across devices.

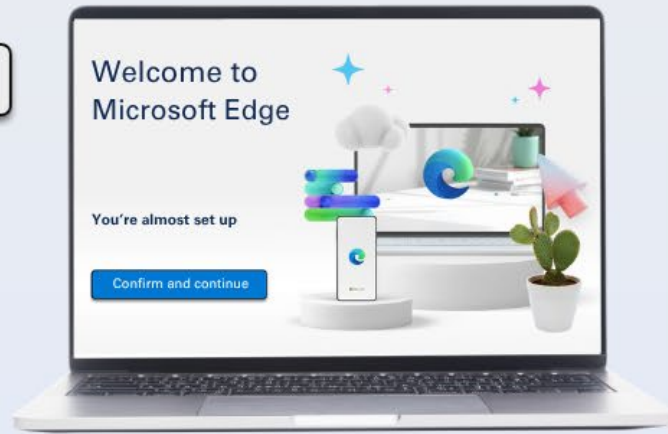
### Step 1: Edge Pop-up

Start without your data

### Step 2: Do not sign into Google Chrome



Continue without this data



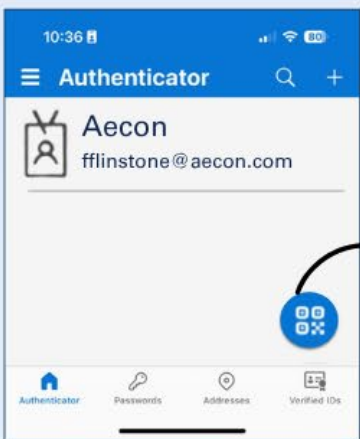
### Step 3: OPEN Microsoft Authenticator App



[Click HERE to Open/Download](#)



### Step 4: Authenticate your account



- Phone number
- Microsoft Authenticator App.

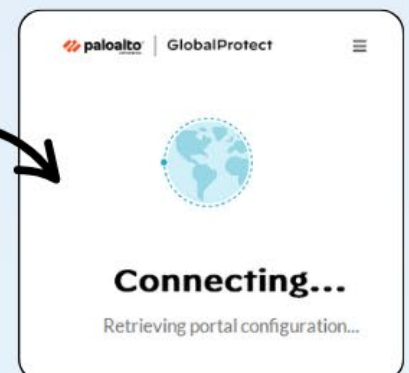


SCAN QR code on screen using this

### Step 5: Continue to Authenticate with PaloAlto

Enter your aecon.com email

Follow instructions on the next page for PaloAlto authentication



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## Palo Alto Global Protect

Palo Alto Global Protect is a cybersecurity tool used for web filtering. It blocks potentially malicious websites or unknown websites. This enables Aecon to modify websites and add safe websites to the "Allow List," in addition to other security features and benefits.

### Connecting to Palo Alto GlobalProtect:

Once your laptop has been set up, you will be prompted to login to Palo Alto.

#### Login using Aecon credentials

Type your Aecon email address and press **Enter**.

Once your laptop is **connected** you are all set up. Re-authentication will occur **every 7 days**.



### **i** What to do if your website or search is blocked

Visit [ONEClick.Aecon.com](https://ONEClick.Aecon.com)

Submit a Security Exception Request.

Select webfilter and provide the blocked URL

Security will investigate your request



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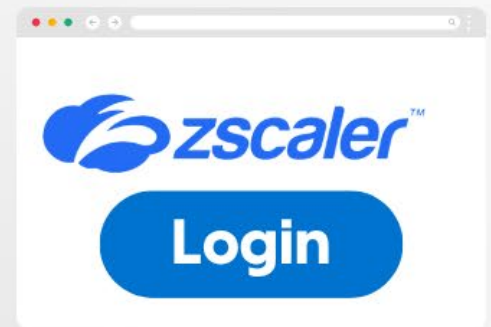


Zscaler is Aecon’s zero-trust network access service and a critical part of our cybersecurity posture. All Aecon computers have Zscaler pre-installed. You must authenticate with Zscaler and the Authenticator app before accessing Aecon resources in order to keep the connection and systems secure.

## How to Connect to Zscaler:

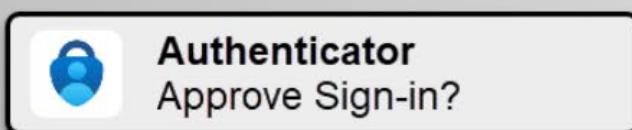
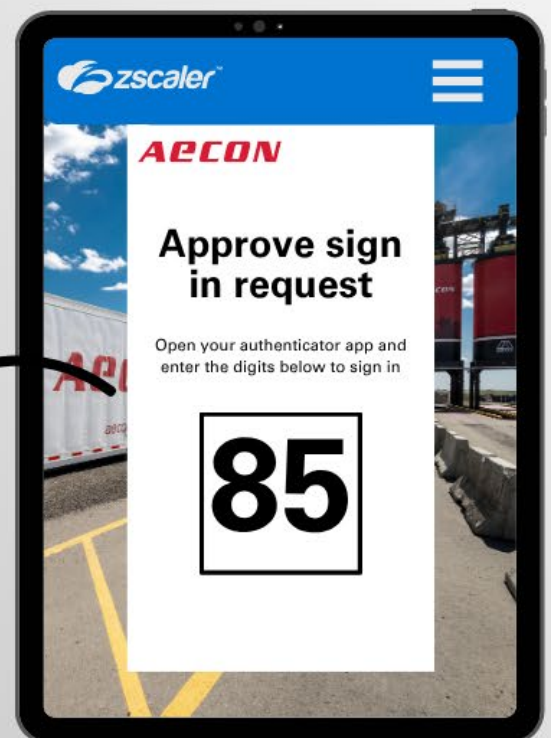
### Step 1: Login to Zscaler

Click the Login button on the Zscaler window. This will prompt you to login using your **Aecon Credentials**.



### Step 2: Authenticate using Microsoft Authenticator App

On your mobile device, open the Microsoft Authenticator App prompt and enter the 2-digit combination you see on your computer screen.



### Step 3: Turn on Zscaler

Zscaler connects automatically and will occasionally prompt you to reauthenticate.

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## Windows Hello

Windows Hello is a built-in Windows 11 sign-in feature that lets you securely access your device using your face, fingerprint, or a PIN instead of a password. It makes **signing in faster and easier** while providing **stronger security**, since your biometric data stays safely on your device and is never shared or stored online.

### Set-up Windows Hello

Follow the prompts on your laptop to complete setting up your Windows Hello Face, Fingerprint or PIN.

Setting up Windows Hello is optional. You can set up all options, only the ones you want, or skip them altogether based on your personal preference



### Windows Hello Settings

This is where you can access your Windows Hello settings to complete your set up or to make changes to your PIN, password or face recognition.



1 - Open the Windows Menu 



2 - Select Settings 



3 - Select Accounts from the left menu

4 - Select  Sign-in options

5 - Choose which option you want to modify

Visit [Microsoft Hello Support](#) for more information

Using Windows Hello also reduces the risk of password theft or phishing, helping protect both your device and company information with minimal effort.


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## Microsoft Office 365

Microsoft Office 365 gives you access to a suite of productivity and collaboration apps and services.

### How to sign in to Microsoft Apps on your computer

**Step 1:** Click the **Start Menu**  and search for the desired Microsoft Application (e.g. Outlook, Teams etc.)

**Step 2:** Select **Sign in**, and enter your **Aecon credentials** (email and password.)

**Step 3:** Authenticate each application through the Microsoft Authenticator App on your mobile to finish the sign in process.

#### Teams



If you need to toggle between two work accounts on Teams, visit this [Microsoft job aid](#) to add a second account.

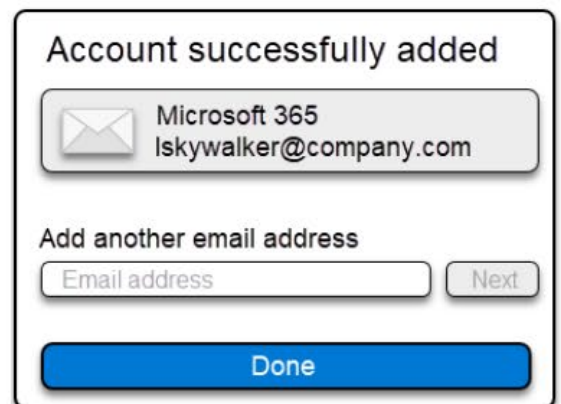
Visit [Microsoft Teams Training](#) for more information and How-To videos

#### Outlook



To skip this select **Done**.


If you work on a Joint Venture project, you can **Add another email** address. Select **Next** and follow the prompts.



Visit [Microsoft Outlook Training](#), for more information and How-To videos

#### OneDrive



Access your OneDrive from your File Explorer  or visit [OneDrive.com](#) and login to access your files from any laptop.

# Aecon New Hardware Setup

## Software Requests (pg. 9 – 10)

Aecon computers come pre-installed with standard software applicable to all employees. If you require additional software for your specific role, **ask your manager.**

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## Company Portal

Many commonly used software applications are available for **self-service download and installation** using the Company Portal on your Aecon laptop. **Some software require a license**, which is indicated on the software info on the Company Portal.

To access the Company Portal:


**Step 1:** Click the **Start Menu**,  Search for **Company Portal** 

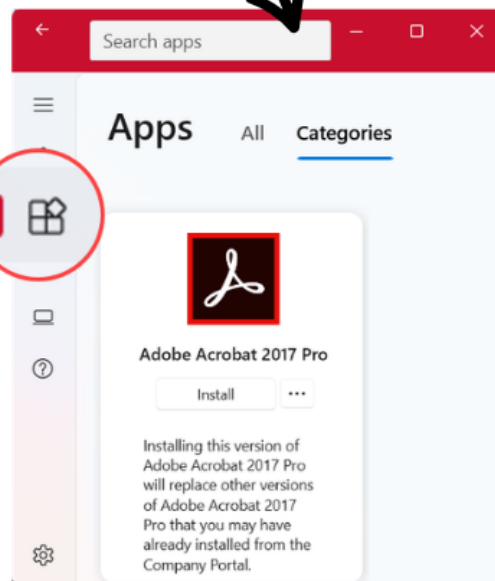
**Step 2:** Open the Company Portal

- Search for the software name

- Browse ALL Apps 

- Click Install 

- Do you need a license? 



**Step 4:** Step 4: If your software requires a license, you need to submit a ONEClick Software Request as it must be approved by your manager.



**Do not download or install unauthorized software** from third party sites on your Aecon laptop. If you don't see what you're looking for, check the BPMO software solutions catalog for a full list of approved applications.



# ONEClick Software Request


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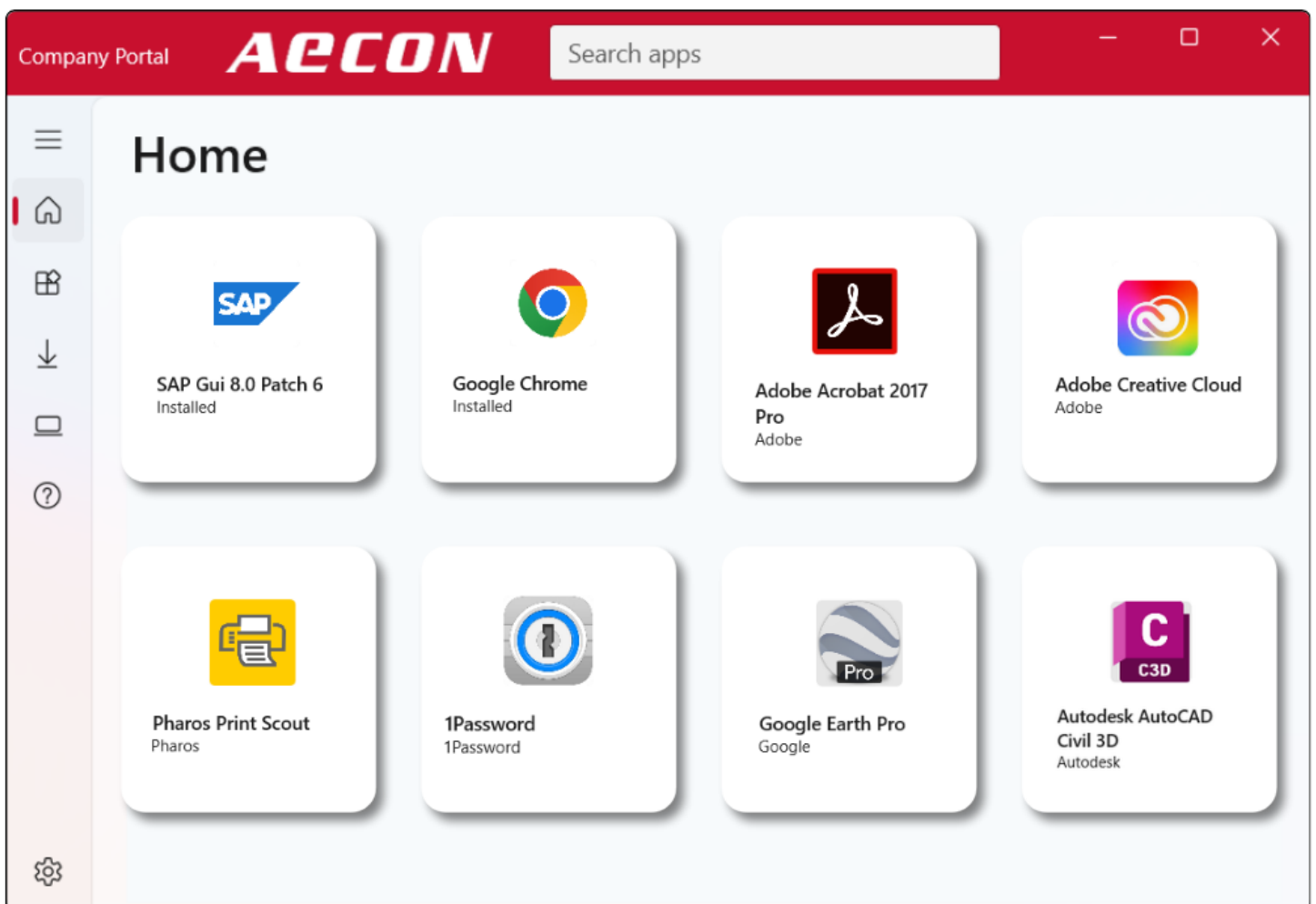
You can download software from the Company Portal, but if it requires a license, you will need to submit a **software request ticket** to have a license approved and procured for you. Once approved, a member of the Information Services Service Desk team will contact you to install the desired program.

**Step 1:** Visit [oneclick.aecon.com](https://oneclick.aecon.com) and locate the **Add or Remove Software Request**.

**Step 2:** Complete the ticket (with help of your manager) and submit the request.

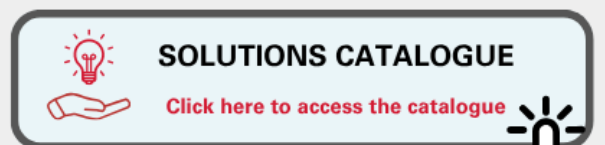


 The **Company Portal** is constantly being updated; check it out before requesting your ticket.



**Only approved software from Business Program Management Office (BPMO) can be installed on Aecon devices.**

The full list of approved software can be found on the BPMO Solutions Catalogue



**Any questions or need assistance?**

**Please contact the Aecon Service Desk**

**1-(866)-509-1214**

