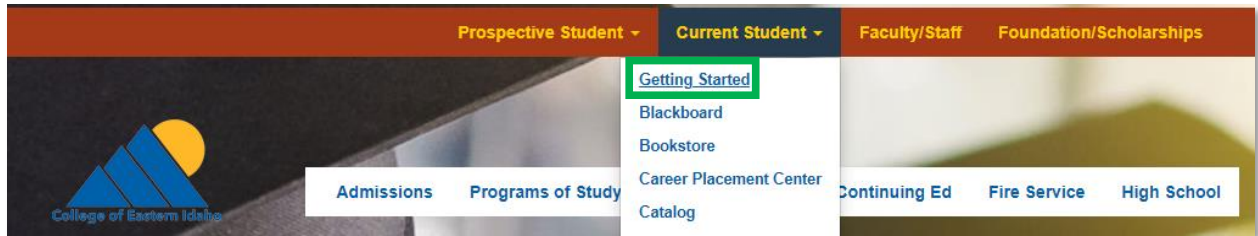
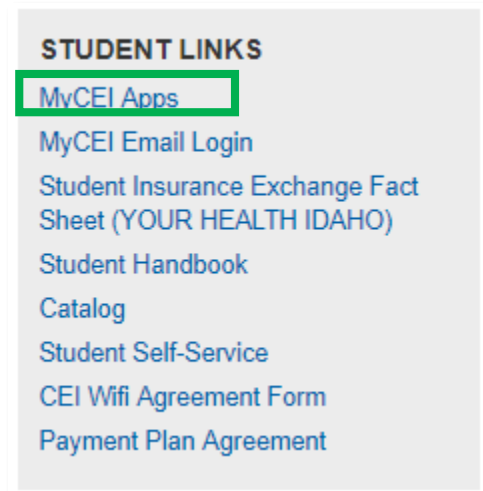


# Signing in to the MyCEI Apps Page

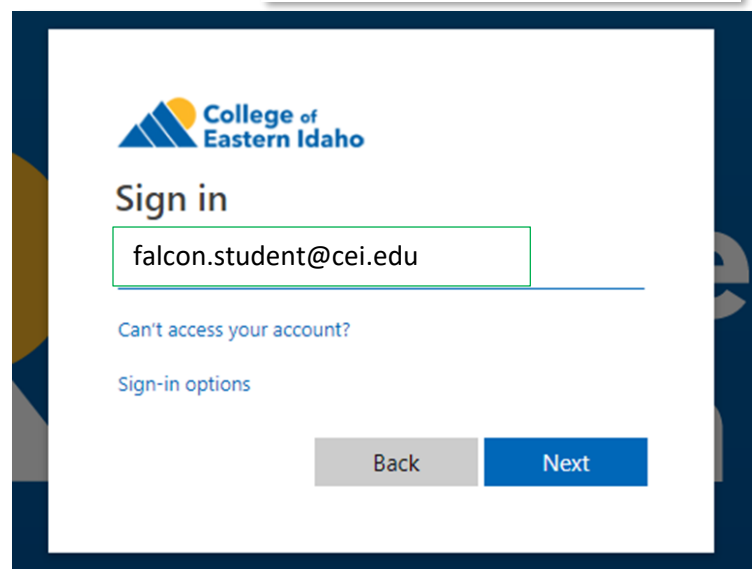
To access email, Blackboard, and online versions of Microsoft Office, please follow the steps below.



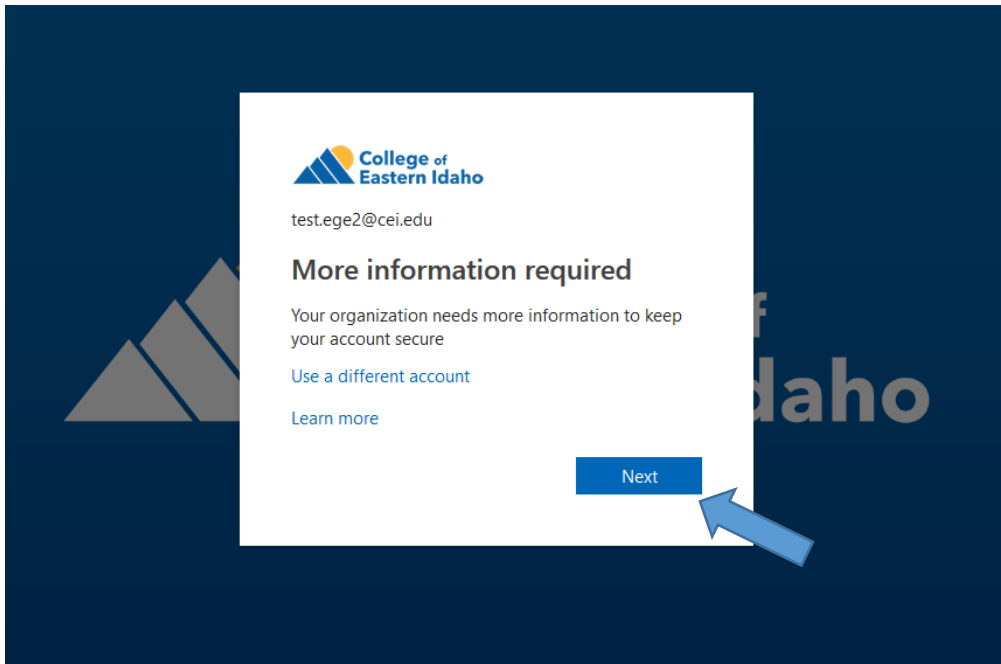
Once on the “Getting Started” webpage there will be an option on the right hand side. It will be “MyCEI Apps”. After clicking you will be presented with the email sign in page.



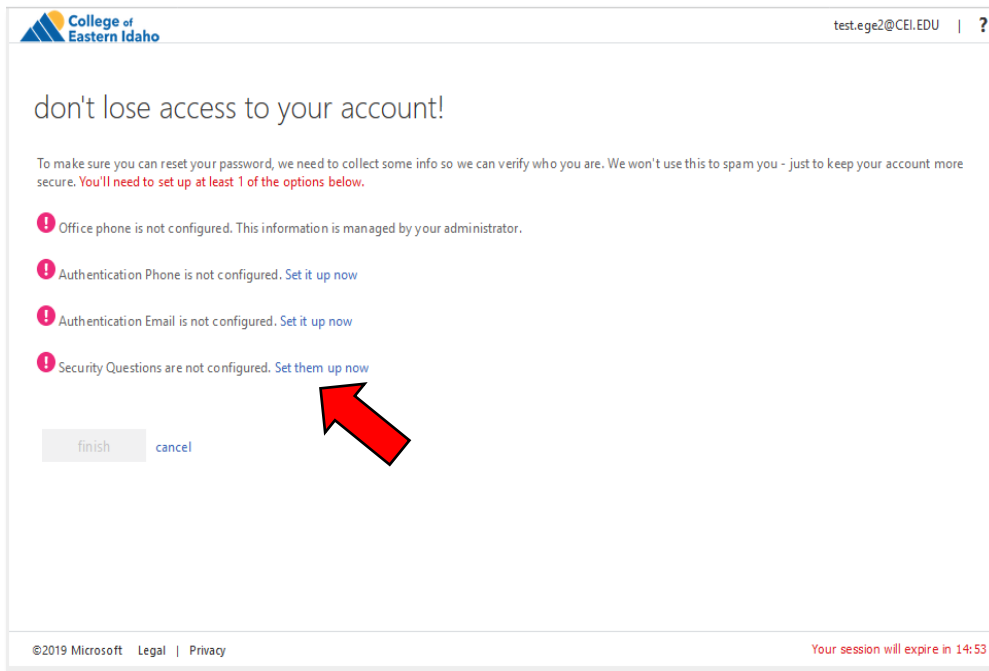
Sign in with your  
firstname.lastname@cei.edu  
and use your CEI password to  
log in.



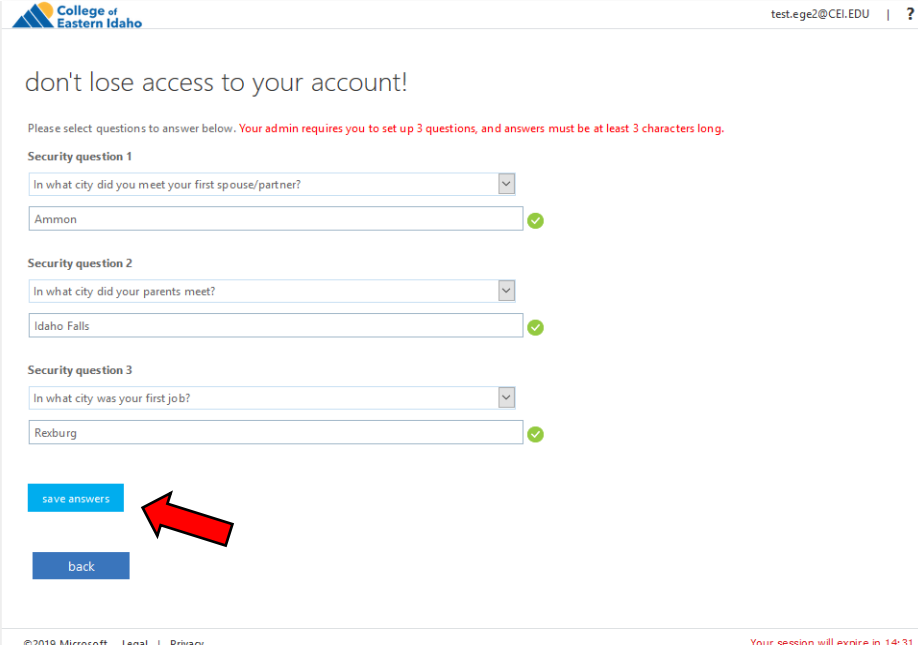
After logging in you will see this screen, click the next button to set up your security questions.



After clicking Next, you will see the page below. Go ahead and click “Security Questions are not configured. Set them up now”.



On this page, you will select one of the options from the drop down and create your all three security questions/answers. When you are done, click “save answers”.



College of Eastern Idaho test.lege2@CEI.EDU | ?

don't lose access to your account!

Please select questions to answer below. **Your admin requires you to set up 3 questions, and answers must be at least 3 characters long.**

Security question 1  
In what city did you meet your first spouse/partner?  
Ammon ✓

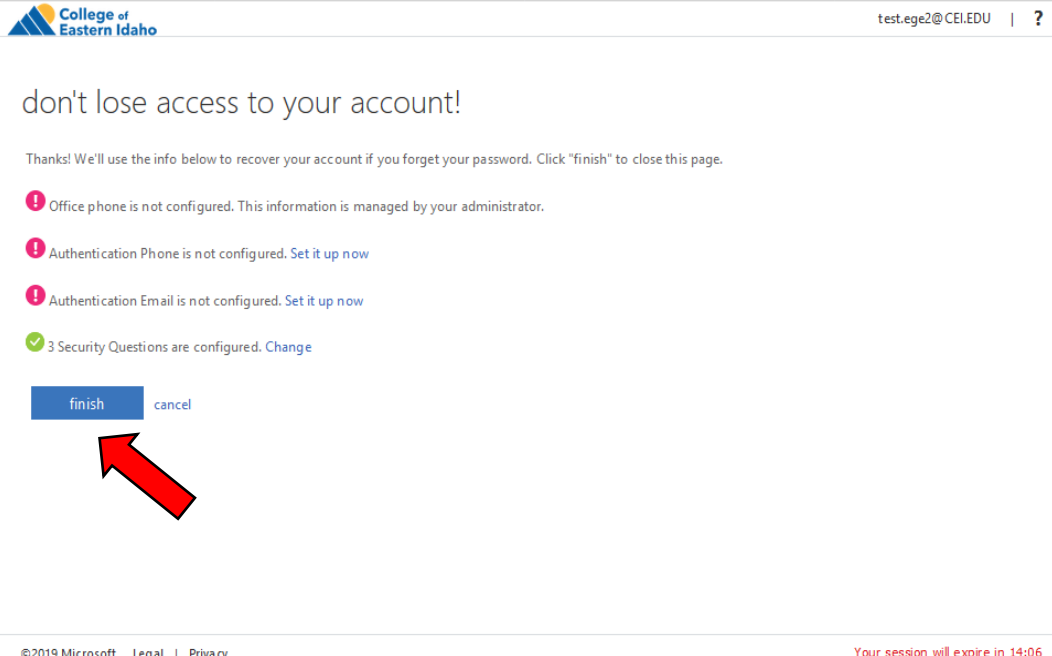
Security question 2  
In what city did your parents meet?  
Idaho Falls ✓

Security question 3  
In what city was your first job?  
Rexburg ✓

save answers back

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After that, click “Finish”.



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don't lose access to your account!

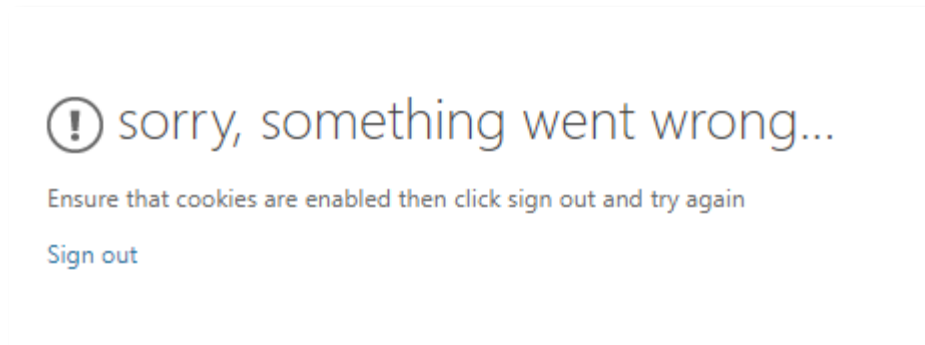
Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ❗ Office phone is not configured. This information is managed by your administrator.
- ❗ Authentication Phone is not configured. [Set it up now](#)
- ❗ Authentication Email is not configured. [Set it up now](#)
- ✓ 3 Security Questions are configured. [Change](#)

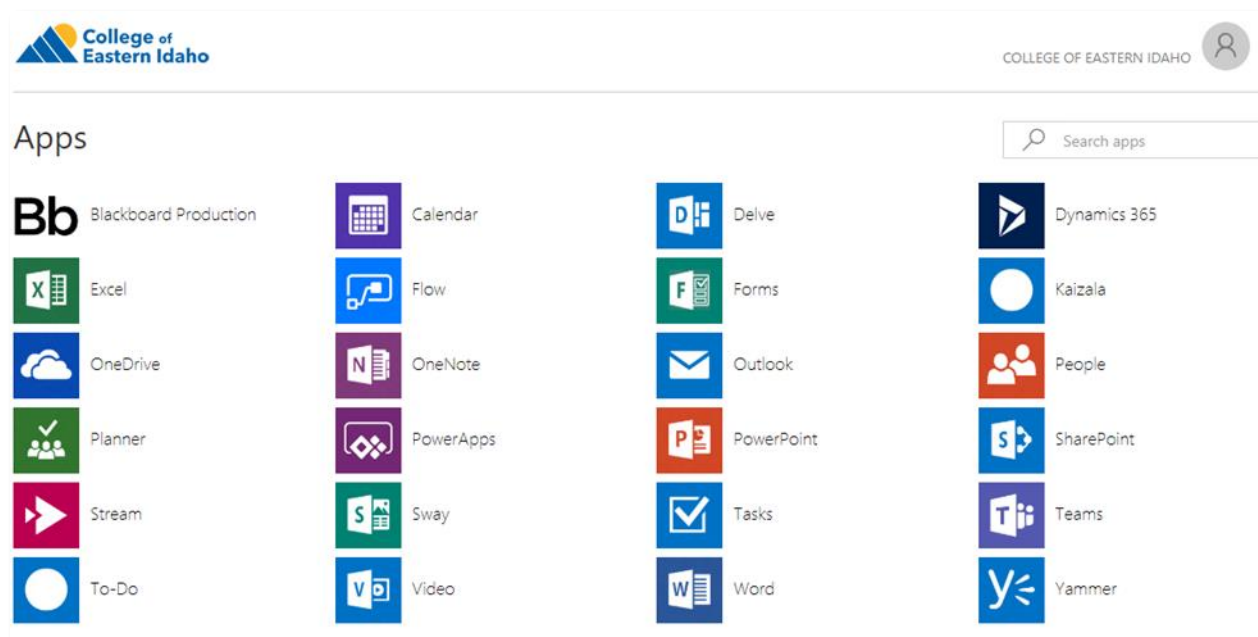
finish cancel

©2019 Microsoft Legal | Privacy Your session will expire in 14:06

This may popup. Just return back to the CEI webpage and click on “MyCEI Apps” again.



You will see this page, from here you can access your email by clicking on the “Outlook” app, you can access Blackboard by clicking “Blackboard Production.” You also have access to the web versions of the Microsoft Office apps.



If you have any issues logging in, please call the Help Desk at (208) 535-5444.