

Vail Resorts Network Login and Email Guide

Welcome to the Vail Resorts Network. Please use this document as a guide to get started navigating Vail Resorts email and network environment.

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To Access a VRI Computer on First Login for RETURNING WB USERS

- Enter your username (which is the first part of your @vailresorts.com email address)
- Enter your temporary password (P\$wdWBXXXXXX, where X's are the last 7 digits on your WB Employee ID Card)
- Enter your desired new password twice using the parameters below, and click submit
- Password requirements:
 - Starts with a letter
 - At least 8 characters or longer
 - At least 1 UPPPERCASE letter
 - At least 1 lowercase letter
 - At least 1 number character
 - At least 1 special character ! # \$ % - _ = + < >
 - No part of your name

To Access Your E-mail from any computer

1. Open a Web Browser and navigate to outlook.com/vailresorts.com
2. Login in with your current login credentials (above), and click Sign in.

To Add Your E-mail Account to iPhone Mail

1. Tap Mail, Contacts, Calendars.
 2. Tap Add Account.
 3. Tap Exchange.
 4. Enter your Email and Username (same as your email address)
 5. Enter your password
 6. Set server name to outlook.office365.com
 7. Tap "Ok."
-  You can also choose to use the Outlook App for iPhone (search Apple Store) & use login credentials above

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To Add Your E-mail Account to Android Phone Mail

1. Go to Menu -> Settings -> Accounts and Sync and tap "Add Account"
 2. Tap Microsoft Exchange ActiveSync
 3. Enter email address and AD password. Then tap "Manual Setup"
 4. Enter full email address again for domain\username and change server name to outlook.office365.com. Leave "Use Secure connection" checked. Leave "Use client certificate" unchecked. Tap Next.
 5. Tap "OK" on the activation screen pop up
 6. Tap "OK" on the Remote security admin pop up
 7. Change desired sync settings, tap Next.
 8. Tap "Activate" on the next security pop up.
 9. Give the account a name and tap "Done"
- ✚ You can also choose to use the Outlook App for Android (search Google Play Store) & use login credentials above

To Reset Your Password from any Device

Vail Resorts password policy requires users to change passwords every 90 days. You will receive an email several days in advance of your password expiring. The password reset functionality is only to reset known passwords. (not locked out or disabled accounts)

1. Open a Web Browser and navigate to <https://fs.vailresorts.com/adfs/portal/updatepassword>
 2. Enter your current login credentials – old password and new password,
 3. Click submit
- ✚ When using a Vail Resorts computer you may change your password at any time by using CTRL+ALT+DEL and select "Change Password"

To Retain Email (Over 90 Days)

Vail Resorts maintains a 90 day retention schedule for email contained in the Inbox, Sent Items, and Deleted Items folders in the mailbox. To save items longer than 90 days:

1. Outside of the Inbox, create a new subfolder
2. Drag messages or folders under this new folder to retain items longer than 90 days

To Save Files onto Network Drives

The locations shown below are Vail standard network drive convention & are backed up regularly.

- C:\Drive - your desktop and local hard drive, is not backed up, we do not recommend saving to this location.
- The IT department cannot be responsible for files NOT saved to the network drive locations.
- Department Drives - <\\Filesrv\Commons> (N:) is where all Department shared folders are located they are found alphabetically.
- Private Network Drive - <\\Filesrv\users\<Username>> (H:) save all files here that you do not want to share with others in your department, that you wish to have backed up.
- Scan Drive - <\\Scansrv\Scan> (I:) drive letter may vary. You will see a folder structure by resort. The folder options for your area should appear on your scanner. Scan to that folder and retrieve your scan to .PDF from that folder.

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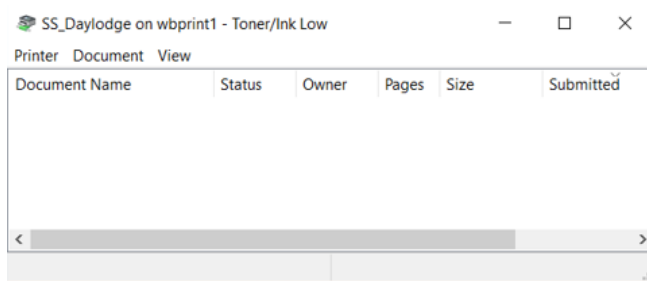
To Add a Network Printer



1. Vail Resort computer will have icon on home screen or start menu for adding printers
2. Double Click to open printer list -Printers are prefixed by the division and then building name (below)

Name	Type	Comments
SS_WKids_Westin	Share	No. 1x HP LaserJet P3015 IP Address 10.1...
SS_WKids_G1_Waiver	Share	HP LaserJet m603tn IP Address 10.159.80...
SS_WKids_G1_Private_Waiver	Share	HP LaserJet 4515TN IP Address 10.159.80...
SS_WKids_G1_Private	Share	HP LaserJet 4515TN IP Address 10.159.80...
SS_WKids_G1	Share	HP LaserJet m603tn IP Address 10.159.80...
SS_WKids_Creek	Share	HP LaserJet M601 IP Address 10.159.254.3
SS_WKids_Blackcomb_Front_Waiver	Share	HP LaserJet 4250tnp4515tn IP Address 10...
SS_WKids_Blackcomb_Front	Share	HP LaserJet P4515tn IP Address 10.159.16...
SS_WKids_Blackcomb_Back	Share	HP LaserJet 4250tn IP Address 10.159.16...
SS_WALP_Waiver	Share	HP LaserJet 4014n IP Address 10.159.56.56
SS_WALP	Share	HP LaserJet 4014n IP Address 10.159.56.56
SS_Ride_Tribe Loft	Share	HP LaserJet P4014 IP Address 10.159.152...
SS_Lair	Share	HP LaserJet M604dn IP Address 10.159.16...
SS_G1_WAIVER	Share	HP LaserJet P4515 PCL6 IP 10.159.80.51

3. Double-click printer you'd like to add



To Request additional network access, software or resources

1. Open browser and go to [AIMS Request Tool](#)
2. Use your VRI Windows Credentials to log in
3. Follow menu to open request
4. For additional questions on AIMS requests, go to -> <https://inside.vailresorts.com/sites/dept/helpdesk/SitePages/AIMSDirectionsandFAQ.aspx>
5. The How-To Guide are also listed on this page:

How-To Guides:

- [See Which AIMS Processes are Automatic >](#)
- [Requesting Account Re-enable >](#)
- [Additional Access Privilege Request >](#)
- [Remove Privileges >](#)
- [Approve or Deny a Request >](#)
- [Delegating Approval Responsibilities >](#)
- [Rehire into a New Position Request >](#)

Getting additional support

- Call the ITSC 970-754-4357 (Help)
- From Vail Resorts computer
 - Click Open an IT Support Ticket <https://inside.vailresorts.com/sites/dept/helpdesk/SitePages/Home.aspx>
 - Questions & Guides on ITSC Self Service Portal <http://caliente:8180/HeatWebUI/hss/HSS.jsp>

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Vail Resorts WB Legacy Access Guide

To access WB systems from your new Vail Resorts computer

1. Go to your desktop and click icon



2. You may be presented with a security warning (below). Select Continue to this website (not recommended)



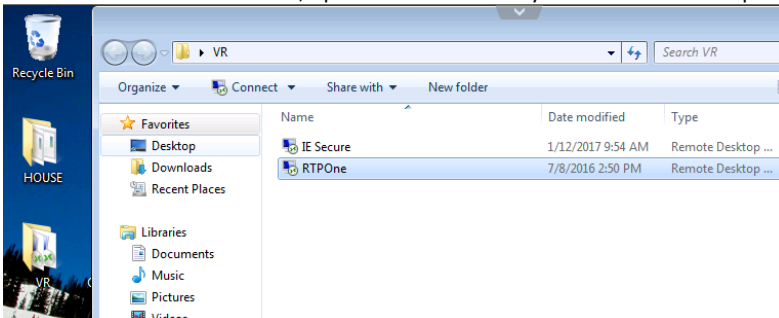
3. You should proceed to a login page titled TSPLUS. Enter your WB login credentials



4. You will see new desktop with access to WB Resources, shared drive, the Landing, RTPOne, email etc.



5. You can now access WB systems. You will have to re-add printers to this WB computer
6. To access RTPOne or IE Secure, open the VR folder on your Vail Resorts computer



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✚ You can't copy/ paste info between environment

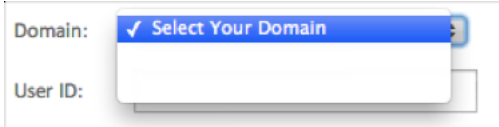
Appendix 1. Vail Resorts Password Station Enrollment (OPTIONAL)

The following is optional for enrolling in Password Station allowing ability to reset your own password & unlock your own account.

1. Click link or enter <http://password.vailresorts.com> into your internet browser



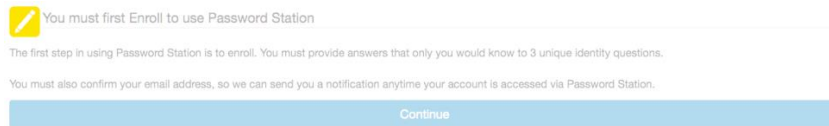
2. Select the VRI_DOMAIN



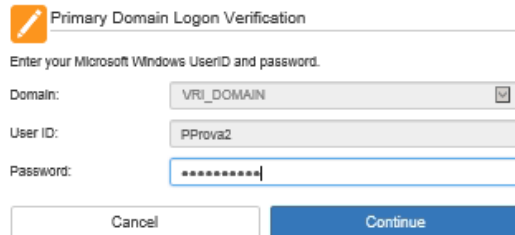
3. Enter the User ID you use to logon to your computer in the User ID textbox (this is your Windows Username)



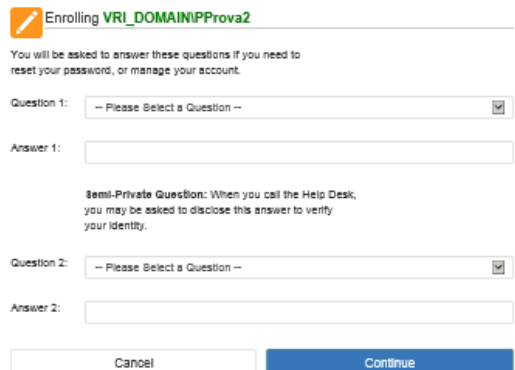
4. Review the Privacy Policy and Terms of Use then click "I agree" blue button
5. Click "continue" from the Enrollment screen.



6. From the verification screen type the password used for logon and click "continue"



7. Select a question from the Question 1 dropdown list then type the answer in Answer 1 textbox.
8. Repeat for Question 2 and select "continue". [Question 2 is Semi-Private and may be used by the IT Support Center to verify your identity](#)



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8. Type your mobile phone number and click "Send" to send a text message to your phone. Type then received code into the "SMS Code" textbox and click "Continue"

Enrolling VRI_DOMAINPProva2

Step 2 - Your email address has been retrieved from your primary logon domain.

Primary Email:

An email will be sent to this address any time your account is accessed via Password Station.

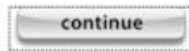
Mobile:

An SMS will be sent to authenticate you if Password Station is configured for SMS authentication. If you have modified these SMS settings, then you must validate before continuing.






SMS Code:

9. Congratulations! You have successfully enrolled. Click "continue" to be sent to the Password Station main screen.

 You have successfully enrolled in MyPassword. You may come back any time to reset your password, check your password expiration date, update your enrollment information, etc.



10. On the Password Station screen you can select:

-  [Forgot Password](#) to reset your password by answering your security questions
-  [Unlock Account](#) by answering your security questions
-  [Change Password](#) to change your password using your current password
-  [Account Information](#) to review information about your account(s) after answering your security questions
-  [Enrollment](#) to change your security questions or your mobile number

11. Click "sign out" in the upper right section of your screen to logout of the Password Station website