

Logging in to the CohnReznick Partner Alumni Portal

Step-by-Step Instructions

As a CohnReznick partner alumni, you have access to our new informational portal available at this link: <https://cohnreznick.sharepoint.com/Alumni>

To maintain CohnReznick security protocols, you must set up an account (username and password) to log into the portal. This will serve as a second layer of security to access our network.

Here are the steps involved in setting up your account.

Step 1: Mobile phone number

No account can be set up without confirming your mobile phone number with us as it is needed to complete the log in process. This is not new to those of you who have used the **Duo-Mobile** security logon.

You probably received e-mails from Maribeth Smialek asking for your mobile number. If you have provided that number, you have completed Step 1. If you have not sent us your mobile number, please e-mail it to [Maribeth Smialek](mailto:Maribeth.Smialek) so we can enter you into our system of approved portal users.

Step 2: Encrypted e-mail

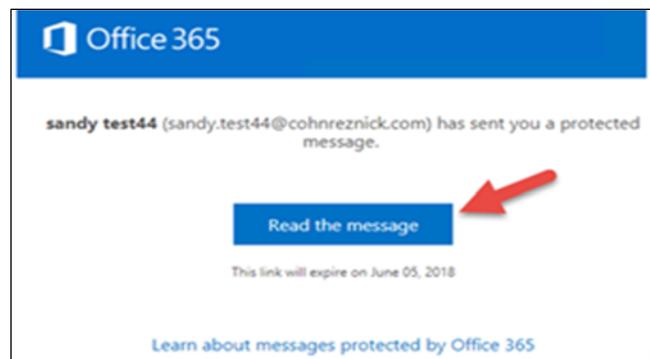
As an approved portal user, you will be assigned a CohnReznick e-mail address (your.name@cohnreznick.com) if yours has expired. We will then send you an encrypted e-mail to the personal email address you provided to us (not the cohnreznick.com e-mail) that contains a temporary passcode to set up your log-on for the portal.

To retrieve this temporary passcode, you need to access and then open the encrypted email. Instructions for doing this are provided below and in this YouTube video: <https://youtu.be/fKR3RorUCLI>

Opening the encrypted email

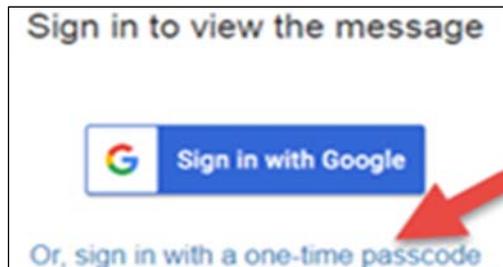
Follow these steps when you receive the encrypted email. It will say “Encrypted” in the subject line.

Click on “Read the message”

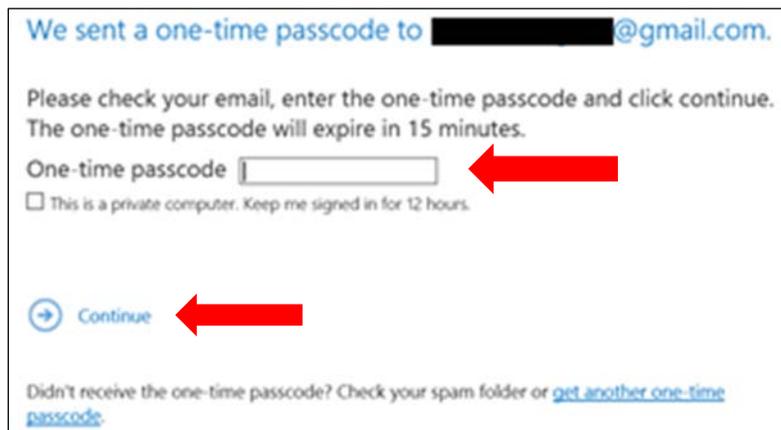


Click on Sign in with a one-time passcode

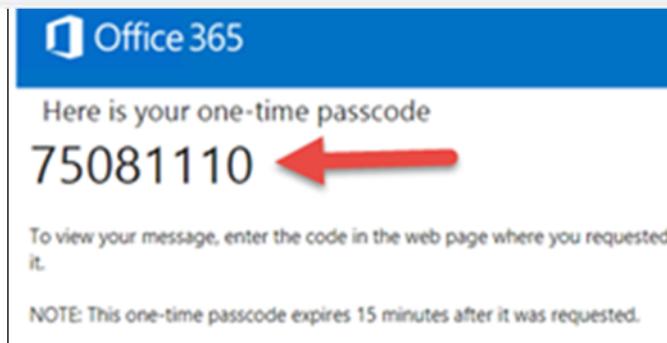
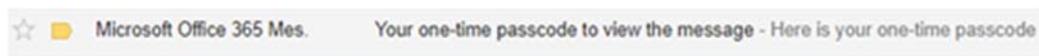
- This screenshot may look slightly different depending on the email account you use (Outlook, Gmail, Yahoo, etc.); the example below is from a Gmail account



- After you click sign in with a one-time passcode, the following window will appear in a new tab. It shows the personal e-mail address where the passcode was sent.



- Go to your personal e-mail to find the e-mail containing the one-time passcode. If you don't see it immediately, check your spam or junk folder. The passcode is automatically generated and will expire 15 minutes after the email is sent.
- Copy and paste the passcode from this email into the designated box on the first email and hit **Continue**. You will then be able to read the message.

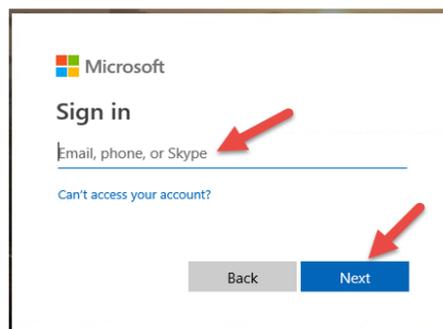


Step 3: Creating your User Account

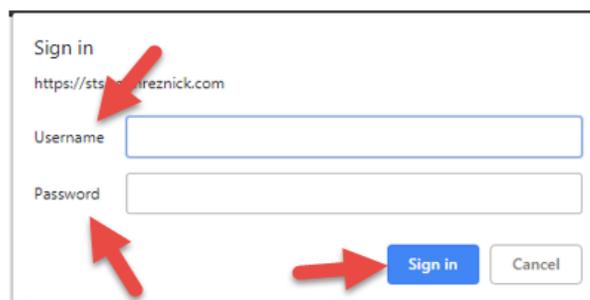
The temporary passcode contained in the encrypted email is needed for the initial set-up of your portal account.

Depending on your web browser and computer setup, you will need to complete these 6 steps every time you log onto the portal.

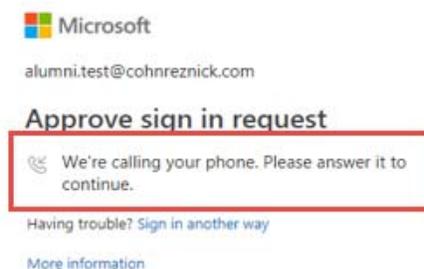
1. Open your web browser
2. Enter the following web address:
<https://cohnreznick.sharepoint.com/Alumni>
3. Enter your **CohnReznick Email** in the Sign In space and click **Next**



4. Enter your **Username** (CR Email address) and the **Temporary Password** from the email, then click **Sign In**

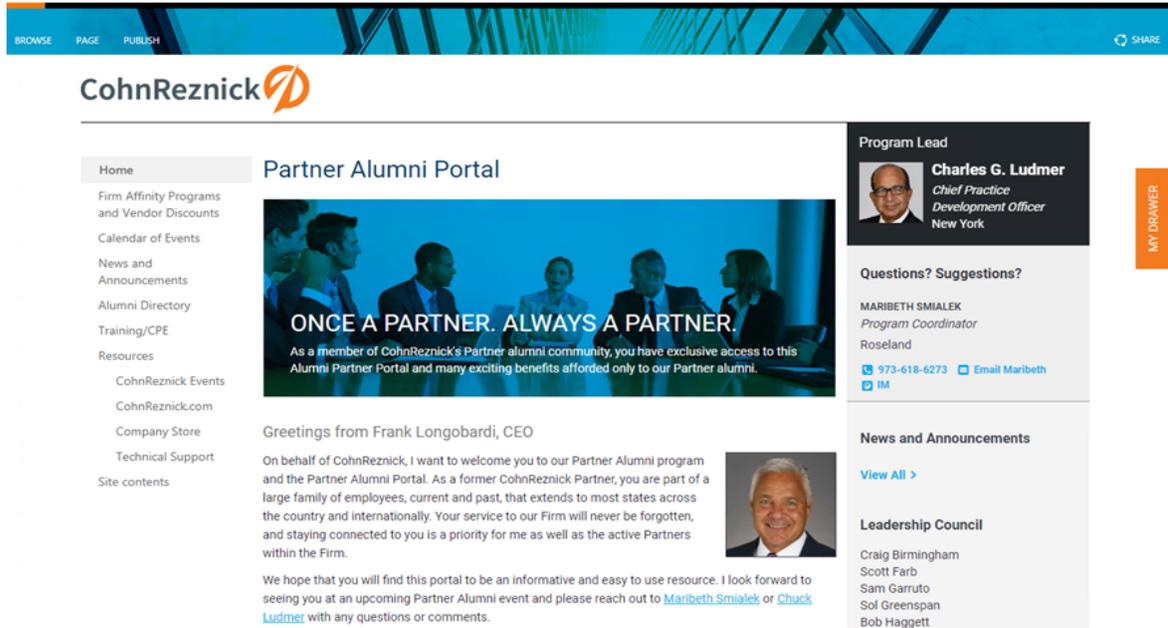


5. You will then receive a call on your mobile number (your Caller ID will identify this call as coming from Microsoft); answer the call and **press #** on your phone



6. You will then be logged in to the Alumni Portal and should see the Home screen

Welcome to the Partner Alumni Portal



The screenshot shows the Partner Alumni Portal interface. At the top, there's a navigation bar with 'BROWSE', 'PAGE', and 'PUBLISH' options. Below that is the CohnReznick logo. The main content area is titled 'Partner Alumni Portal' and features a large banner with the text 'ONCE A PARTNER. ALWAYS A PARTNER.' and a sub-headline: 'As a member of CohnReznick's Partner alumni community, you have exclusive access to this Alumni Partner Portal and many exciting benefits afforded only to our Partner alumni.' Below the banner is a greeting from Frank Longobardi, CEO, and a small profile picture. To the right, there's a 'Program Lead' section for Charles G. Ludmer, Chief Practice Development Officer, New York. Below that is a 'Questions? Suggestions?' section with contact information for Maribeth Smialek, Program Coordinator, Roseland. At the bottom right, there's a 'Leadership Council' section listing several names.

Don't get comfortable, we're not done yet!! We have some housekeeping to take care of first.

Creating your Directory Profile

Your first order of business is to create your Directory Profile

One of the main goals of the partner alumni portal is to enable retired partners to contact each other. Therefore, we request that, once you have established access to the portal, please click on the **Alumni Directory** navigation on the left hand-side which will take you to a page explaining the directory. Click on **Provide My Current Contact Information** to access the directory form.

Please complete the form and click **Submit** so that we can add your profile to the directory.

Changing your Login Password

Next, you'll need to change your network password as the temporary one is only for initial log-on. Then going forward, you will need to change your password every 90 days.

You will need to create an account on our password self-service site in order to change your password. A member of our IT team can assist with the creation of this account. Call the **IT Service Desk at 833-271-4357** for assistance.

As always, if you have any questions or issues, please contact [Maribeth Smialek](#) at 973-618-6273 or [Kim Angus](#) at 646-762-3542 during regular business hours.