

Instructions for first time login to A360

1. You will receive an email from noreply@adv360.com with the subject line: **ADVMAIL: Welcome to CGI Advantage360**

This email will contain your user ID for a360. *The user ID is case sensitive.*

Your user ID will typically be your *first initial + middle initial + first 6 letters of your last name* @kentcountymi.gov

2. You will next receive an email from noreply@adv360.com with the subject line: **ADVMAIL: Your Advantage360 User Activation Email** to set up security questions and create a password.

Follow the link provided in this email to activate your account. This link is specific to your account. You will need to reference the user ID provided in the previous email when following the prompts provided for setup.

Password Requirements: must be a minimum of 10 characters and contain characters from **each** of the following categories:

- English **uppercase** characters (A through Z)
- English **lowercase** characters (a through z)
- Base 10 **digits** (0 through 9)

!! You will have **96 hours** from the time you receive this email to activate your account.

3. After completing the setup of your account, access the A360 Home Page at <https://myadvantagecloud.cgi.com/PROD/portal/Advantage360Home> and click **Login**.

