# myACI Core HR:
First Time Log-In and Account Setup

Associate

The following job aid provides step-by-step instructions on how to log-in to myACI as a newly hired associate and setup your account.

1. Access myACI by clicking https://myaci.albertsons.com. If you are using a store computer, be sure to open a New InPrivate Window.

2. From the Sign In Oracle Application Cloud screen, click **Company single Sign-on**.
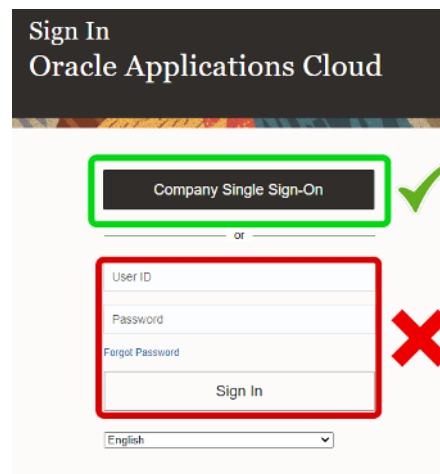
3. On the Albertsons Sign in page, enter your **LDAP@safeway.com (for Pharmacy, Corporate, Backstage, Supply Chain Associates)** or **Employee ID@safeway.com (for Retail Associates)**, then click **Next**.
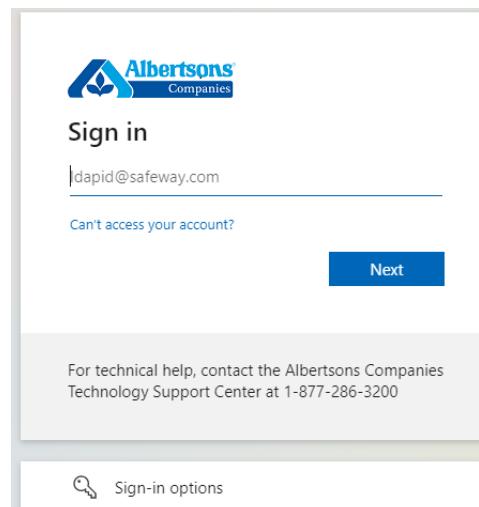
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4. On the "Sign in with your organizational account" screen, use your **LDAP@safeway.com (for Pharmacy, Corporate, Backstage, Supply Chain Associates)** if you have one, or **Employee ID@safeway.com (for Retail Associates)** and **Password**, then click **Sign in**.
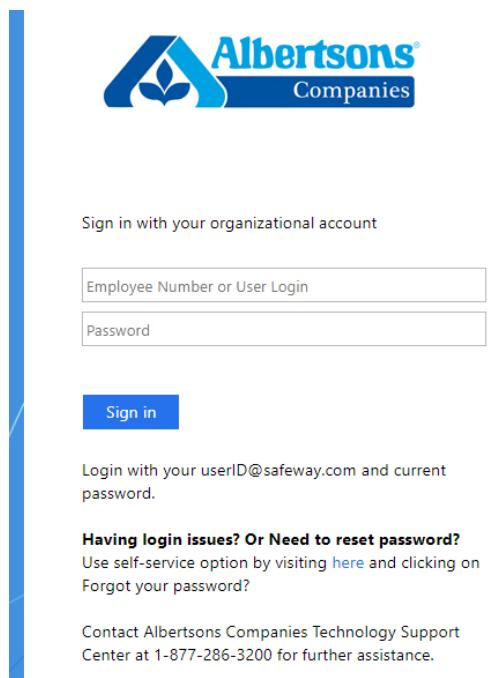
Albertsons
Companies

Sign in with your organizational account

| Employee Number or User Login |
| Password |

Sign in

Login with your userID@safeway.com and current password.

Having login issues? Or Need to reset password?
Use self-service option by visiting here and clicking on Forgot your password?

Contact Albertsons Companies Technology Support Center at 1-877-286-3200 for further assistance.

If you did not receive your password, all new associates are assigned the following temporary password:

- First letter of first Name (Upper Case)
- First letter of last Name (Upper Case)
- 2-Digit Month of birth
- 2-Digit Date of Birth
- First 3 digits of SSN
- @ symbol as the last character of the password

| EX: | John Test May06 333-22-1111 | PWD: | JT0506333@ |

If you experience issues with your temporary password, please contact the Service Desk at 877-286-3200.

5. An Expired Password message will appear, click **OK**.

Albertsons Identity Governance

| New password | ⓘ |
| Confirm password | ❗ |

Password strength: None

Expired Password   ✖

Your Safeway01-AD password has expired and must be changed.

OK
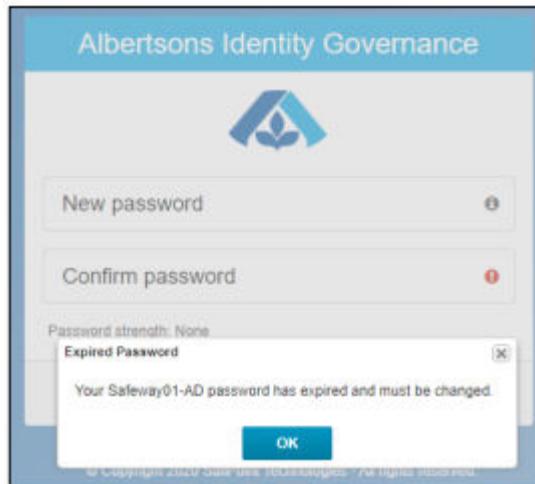
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6. Create your New Password and Confirm, the click the Change button.
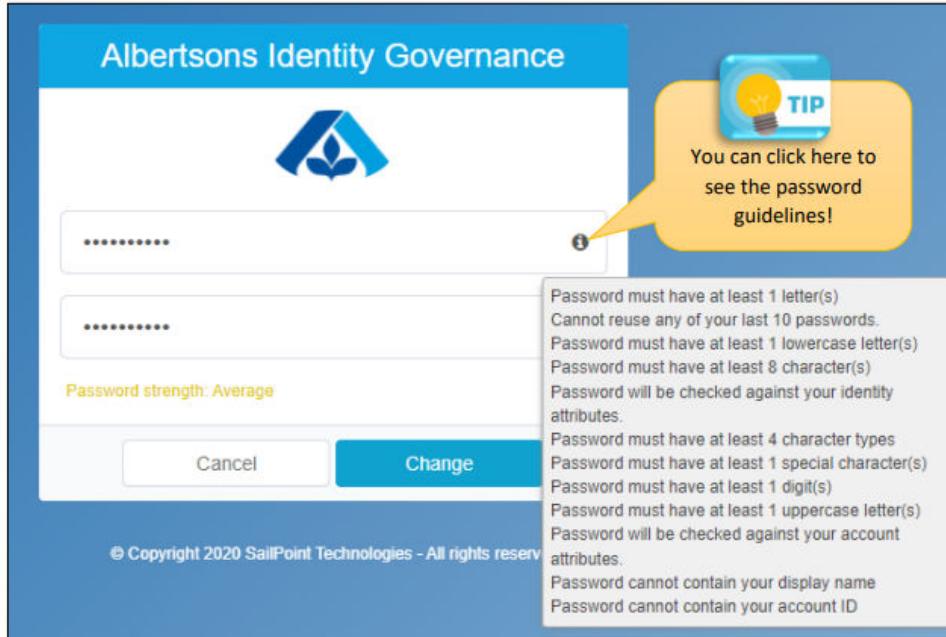
7. You will be prompted to setup your security questions which will be used for password reset in the future. Complete the Answer Security Questions form and click **Save** when finished.

Once completed the Identity Governance Page will load.

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8. Repeat **Steps 1 – 4** with your new password and you will be logged into myACI.

NOTE: To login in to myACI outside of the company network you will be required to use **Multi Factor Authentication (MFA)**.

Company apps like myACI and Empower allow you to review schedules, see paycheck stubs, schedule time off for vacations and more. You can view these apps on a work computer, home computer, tablet or smartphone. To make sure you surf safer, MFA is required outside the company network.

MFA works by requiring two sources of identification using the following:
• Factor 1: User name or employee identification number and password
• Factor 2: Numeric code received on employee mobile device

You can choose to receive this second authentication factor by text, phone call or by downloading the Microsoft Authenticator app.

For additional information on MFA and to register your device, access https://identity.safeway.com/ and follow the instructions under the MFA (Muti Factor Authentication) Section.