

Setup Your Account with Self Service

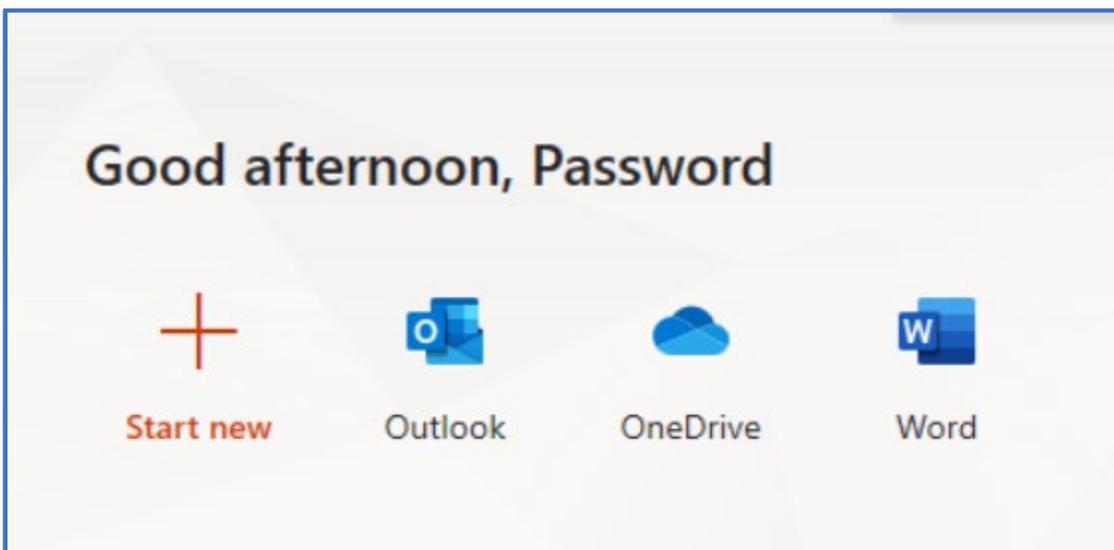
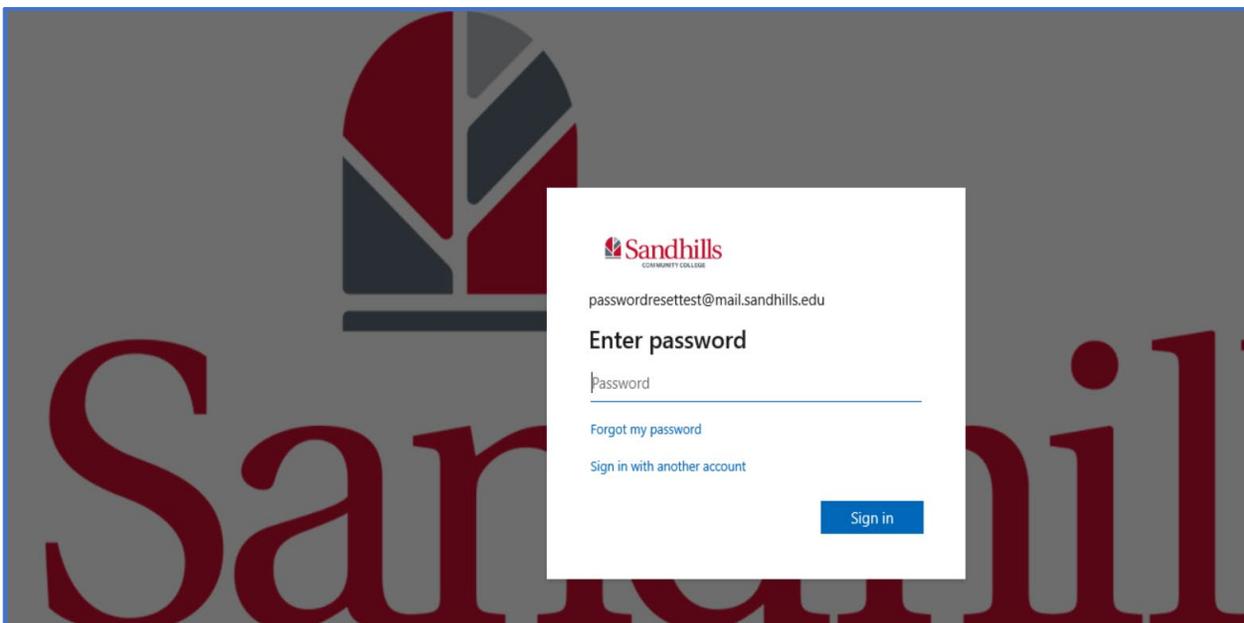
How to Setup your Account for Password Reset

If you have a current o365 sign-in, you can do it through the Office 365 portal

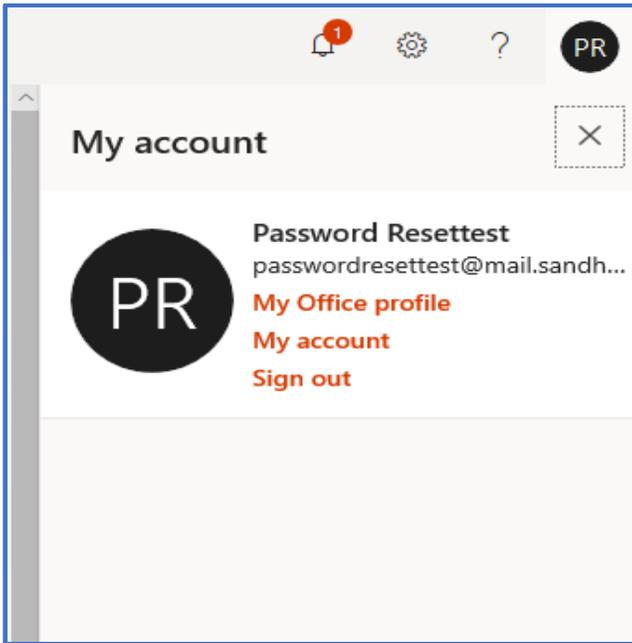
To setup your account using the Office 365 portal

Use this method if you have a current account. new users will receive a notification when they first log into their o365 Portal:

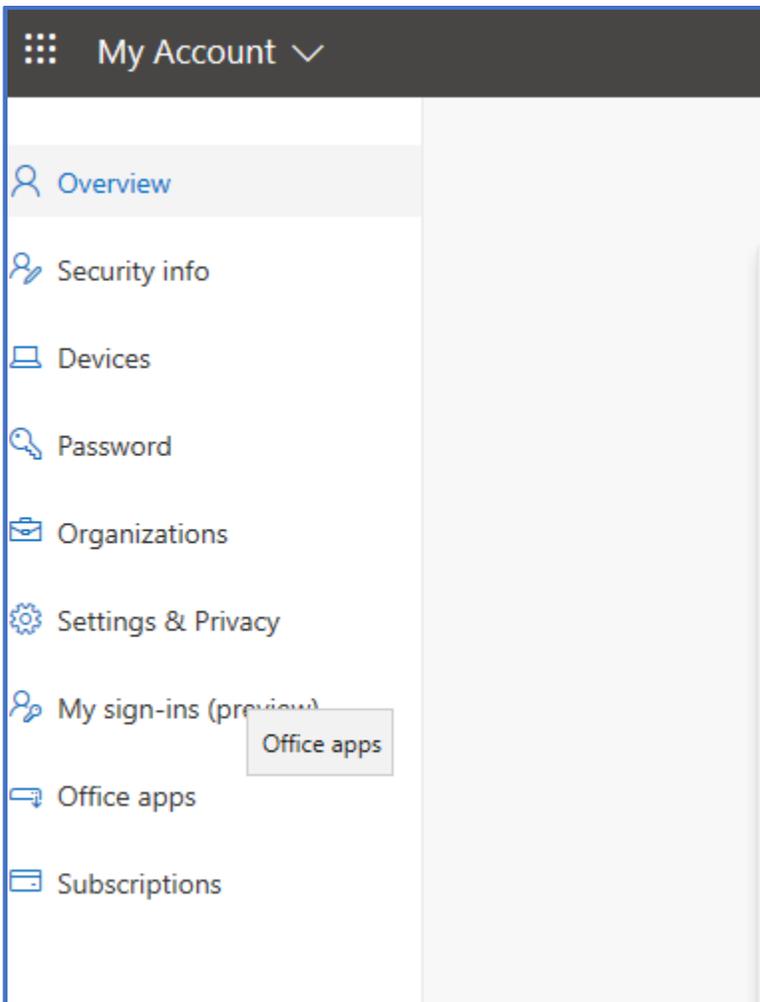
1. Sign in to your [Office 365 account](#), using your existing password.



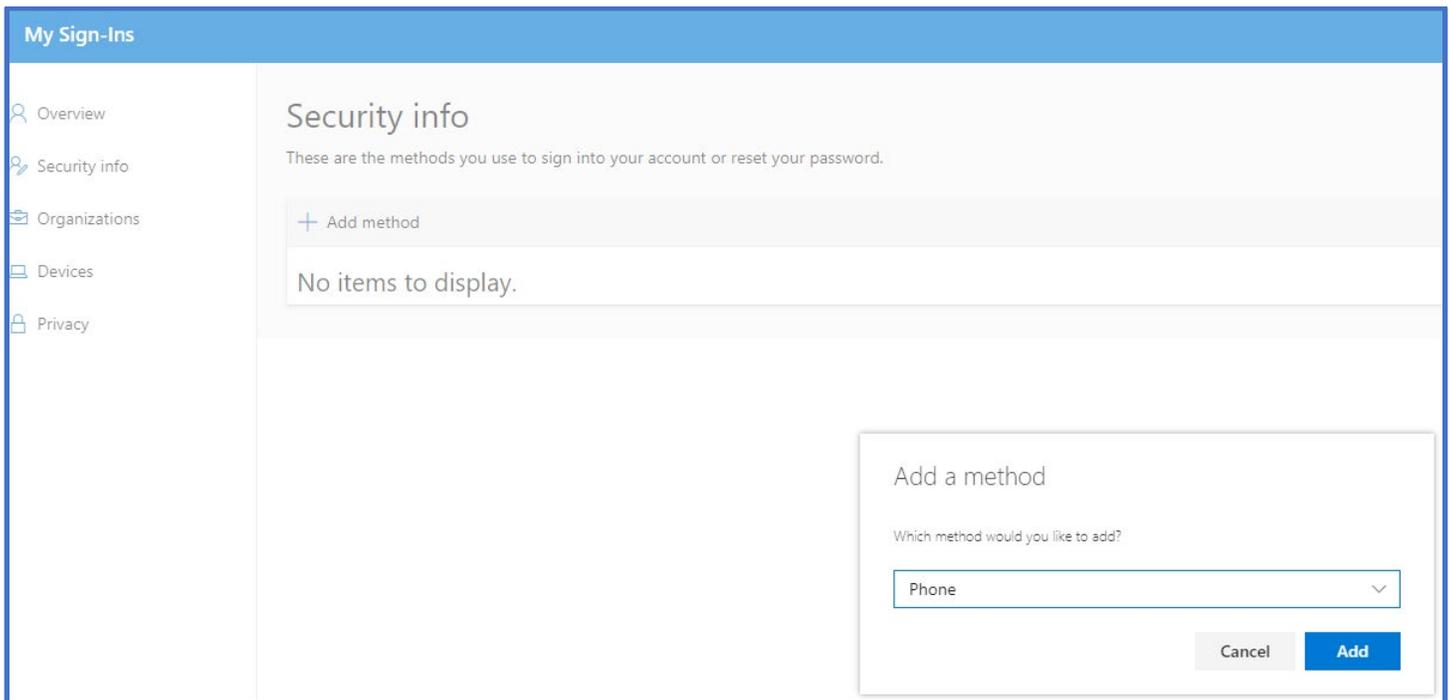
2. Select your profile on the upper-right side, and then select **My account**.



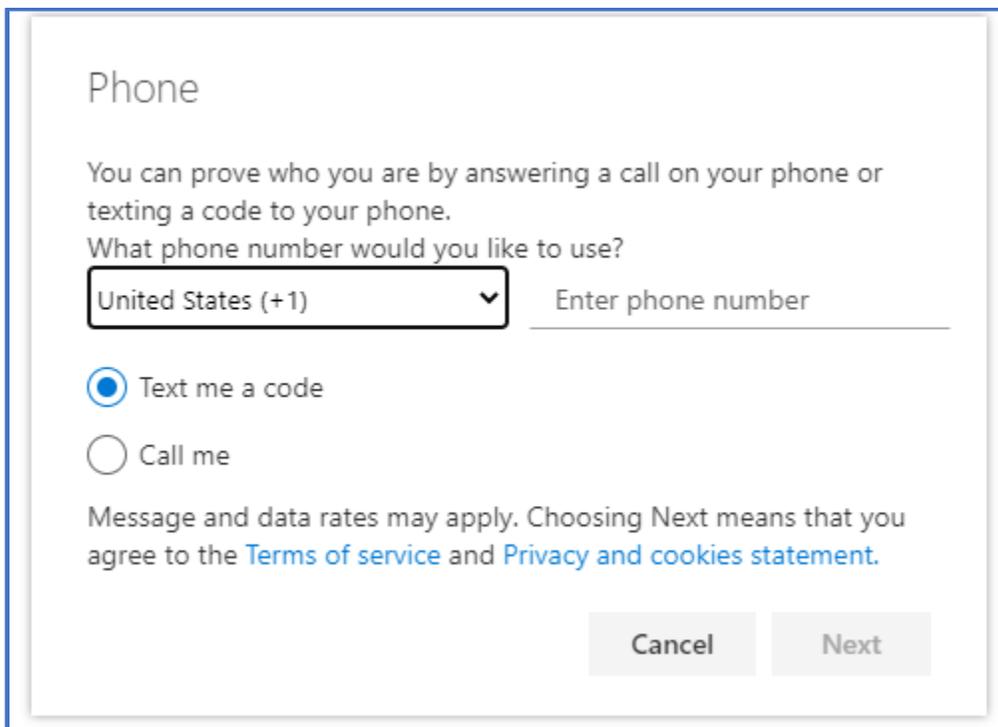
3. Select **Security info**.



4. Choose the plus sign + **Add Method** and choose the **Method** you would like to use- **You can add more than one.**



5. Enter Phone Number and click Next.



6. Enter the code from your phone or the code you are called with and click Next.

Phone

We just sent a 6 digit code to +1 9106392331. Enter the code below.

Enter code

[Resend code](#)

7. You will receive a verification if successful.

Phone

 SMS verified. Your phone was registered successfully

Other links: <https://login.microsoftonline.com> or <http://www.office.com/>

*NOTE: You have to wait 24 hours to change your password again. If you need assistance, please one of the ITS Help Desk support.