## **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.

Sar	Password Password Forgot my password Sign in with another account	Sign in	1
Good afternoon, P	assword		
Start new Outlook	OneDrive	Word	

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



3. Select Security info.

$H$ My Account $\checkmark$	
0	
X Overview	
⅔ Security info	
Devices	
🔍 Password	
Organizations	
🔅 Settings & Privacy	
My sign-ins (previous) Office apps	
□ Office apps	
Subscriptions	

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

My Sign-Ins	
<ul> <li>Q Overview</li> <li>∞ Security info</li> <li>☎ Organizations</li> <li>□ Devices</li> </ul>	Security info These are the methods you use to sign into your account or reset your password. + Add method No items to display.
Ц Privacy	Add a method Which method would you like to add? Phone ~ Cancel Add

5. Enter Phone Number and click Next.

Phone		
You can prove who you are by answerin texting a code to your phone. What phone number would you like to	g a call on your use?	phone or
United States (+1)	nter phone num	iber
<ul> <li>Text me a code</li> <li>Call me</li> </ul>		
Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.		
	Cancel	Next

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

331. Enter the	code belo
Back	Next
	331. Enter the Back

7. You will receive a verification if successful.

Phone	
SMS verified. Your phone was registered successfully	
	Done

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

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