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:


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.
7. You will receive a verification if successful.

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.