

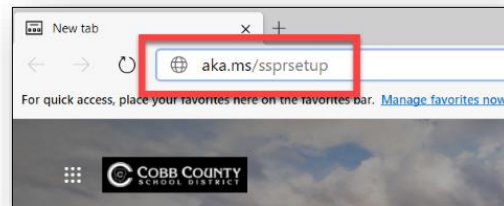


Microsoft 365 Self-Service Password Reset Set-Up

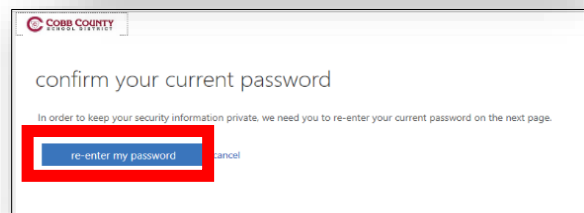
These directions explain how to set up the Microsoft 365 self-service password reset.

Note: You will need to know your current password to use these directions. If you do not know your password, contact your local school for a password reset.

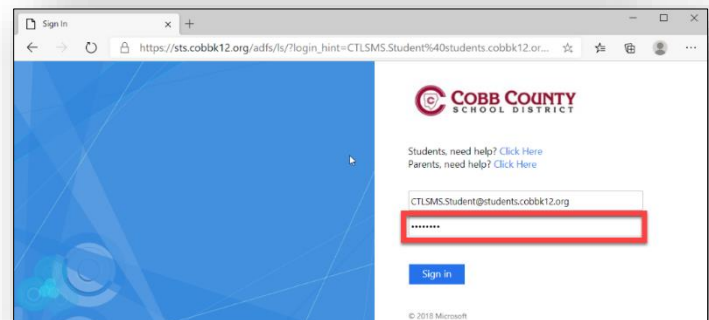
1. Open a web browser and type in the following URL: <https://aka.ms/ssprsetup>



2. Click **re-enter my password**.



3. Type your current **password**.



4. Click **Yes** to Stay signed in.



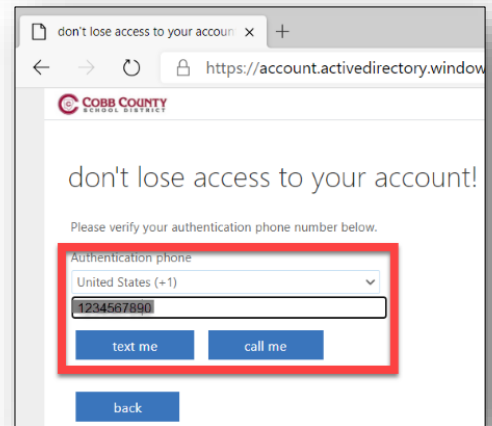


5. See that Authentication Phone is not configured. Click **Set it up now**.

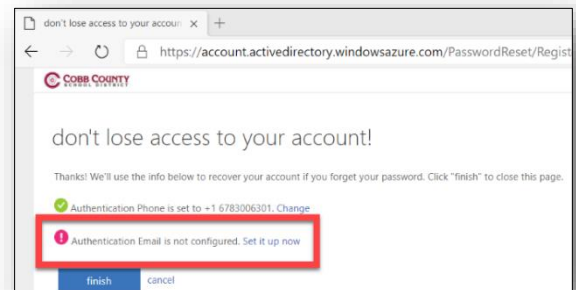


6. Fill in the **Country Code** and **Phone Number**.

7. Select how you want to be contacted-either **text me** or **call me** and follow the prompts.

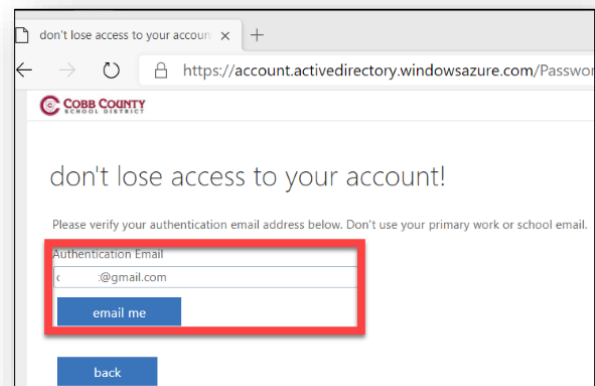


8. See that Authentication Email is not configured. Click **Set it up now**.



9. Type in your **personal email address**.
Note: Do not use your cobbk12.org or students.cobbk12.org email addresses.

10. Click **email me**.

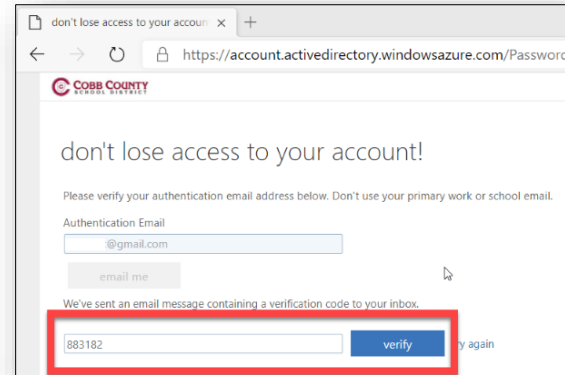




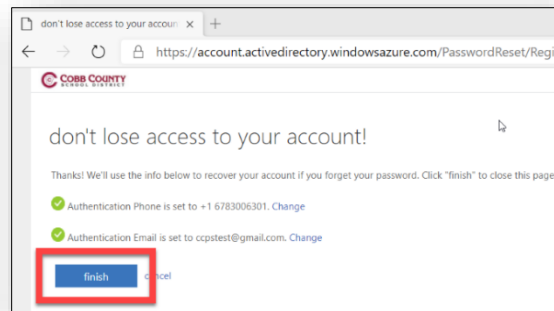
11. Check your **personal email**.

12. Type the **verification code** provided.

13. Click **verify**.



14. Click **Finish**.



You are now ready to reset your password in the future.