

Self Service Password reset

If you forget your password <https://passwordreset.microsoftonline.com/>

(You need to register for Self-service password before this will work)

To manually register for Self-service password reset go to <https://aka.ms/ssprsetup>

Users can also register through the Access Panel <https://myapps.microsoft.com>. To register through the Access Panel, you need to select your profile picture, select **Profile**, and then select the **Register for password reset** option.

don't lose access to your account!

To make sure that you can reset your password, we need to collect some info so that we can verify who you are. We won't use this to spam you – we'll just use it to make your account more secure. **You'll need to set up at least 2 of the options below.**

- ! Authentication Phone is not configured. [Set it up now](#)
- ! Authentication Email Address is not configured. [Set it up now](#)
- ! Security Questions have not been configured. [Set them up now](#)

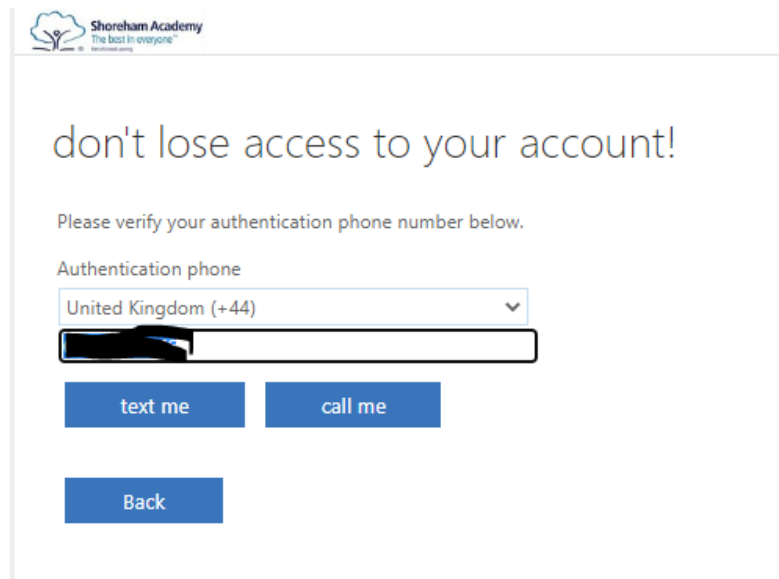
Finish Cancel

Set up the security options

You can use

- Phone
- Email (personal not your school one)
- Security questions

Phone



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don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

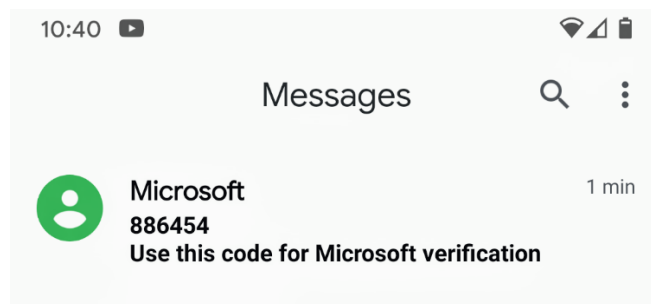
United Kingdom (+44)

[Redacted phone number]

text me call me

Back

If you select text me you will receive a text message similar to this one:-

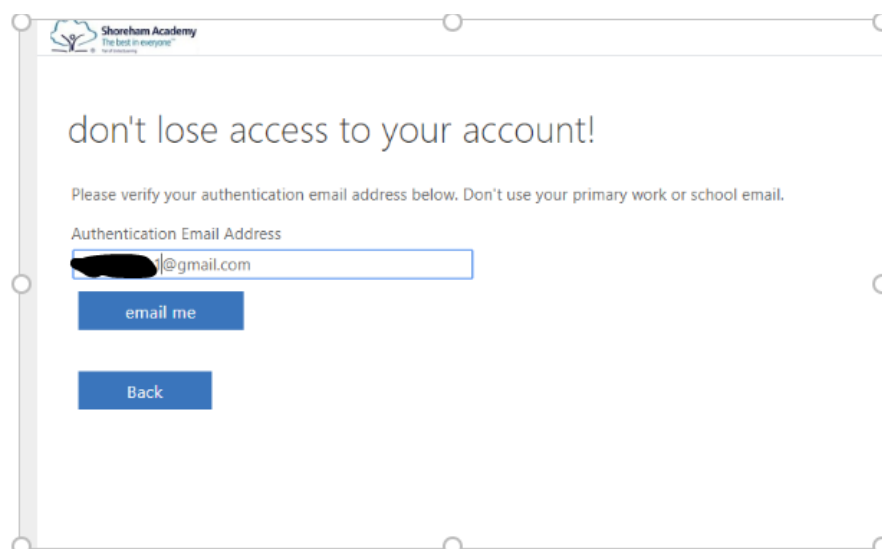


If you select "Call me" you will receive a automated call with a code

You can now reset your password via text message

Email

You will be asked to enter an email address



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Please verify your authentication email address below. Don't use your primary work or school email.

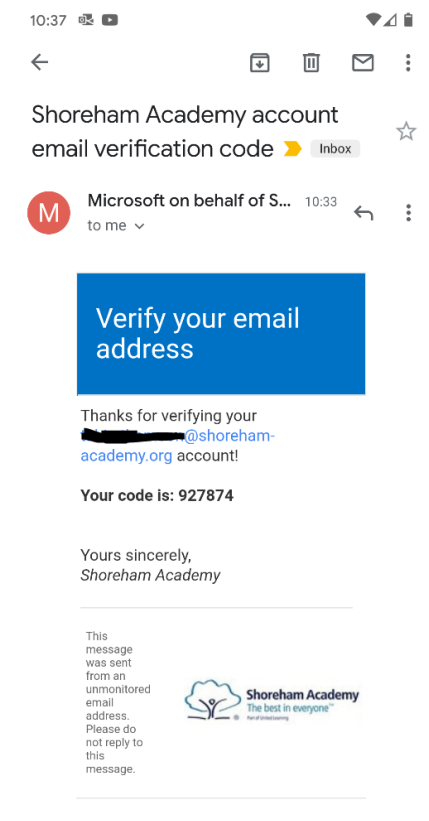
Authentication Email Address

[Redacted email address]@gmail.com

email me

Back

You will receive an email like the one below



You can now reset your password via email

Security Questions

This is the least recommended method.

Select 5 questions and answer them. You'll need to remember the answers to reset your password

don't lose access to your account!

Please select questions to answer below. Your admin requires you to set up 5 questions, and answers must be at least 3 characters long.

Security question 1

Security question 2

Security question 3

Security question 4

Security question 5

You can now reset your password by answering these questions.

You are now set up.