

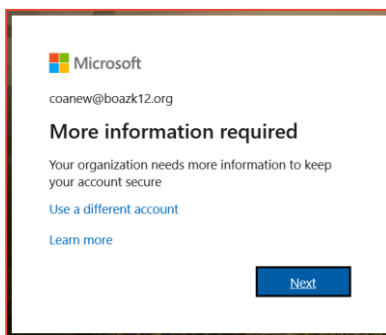


Self-Service Password System

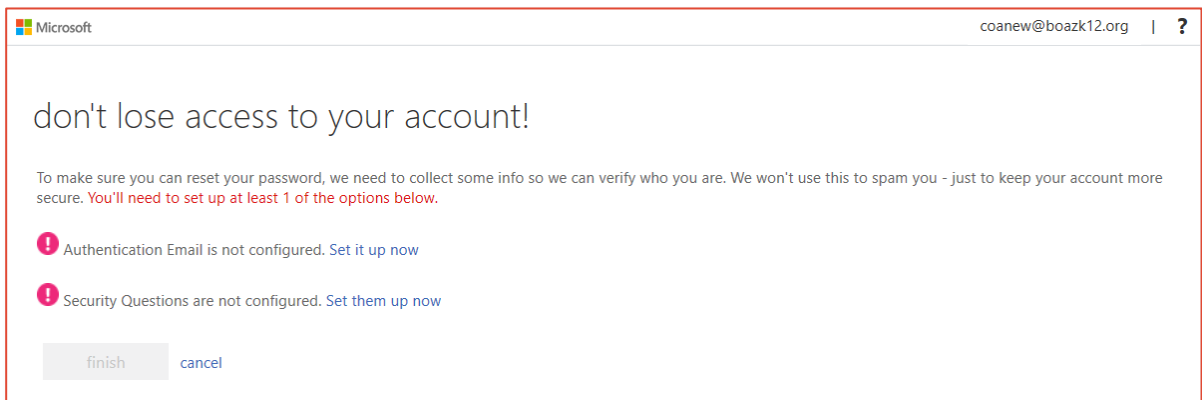
Account Setup

BCSS is implementing a self-service password system for Faculty, Staff, and select students. Each user must setup their account to take advantage of the service.

1. In your web browser, go to <https://www.office.com/> and sign in with your email address and current password.
2. You should be prompted to provide more information. Click Next.



3. On the next screen, you must setup one of the 2 verification methods. However, we **strongly** recommend that you setup both methods.





Self-Service Password System

- When you setup Authentication Email, you are prompted to enter an email address. Because this is the recovery address, it **CANNOT** be a boazk12.org address. Once you enter the address, click "Email Me". An email will be sent to that address with a verification code. You will be prompted for the code. Enter it, click verify, and go back to the previous screen.

Microsoft

don't lose access to your account!

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

Authentication Email

testing@gmail.com

email me

back

- When you setup security questions, you are prompted to choose and answer 3 of the available question. Choose your questions, answer them, and click save answers (please **do not** use the same questions and answers as the picture below!). Go back to the previous page.

don't lose access to your account!

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

Security question 1

What is your favorite food?

Pirate Stew

Security question 2

What was the name of your first pet?

Parrot

Security question 3

What was your favorite sport in high school?

Keel Hauling

save answers

back



Self-Service Password System

- You should have green checks next to the methods you have setup. Click finish, and you will be taken to the Office365 main menu.

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ✔ Authentication Email is set to [redacted]@gmail.com. [Change](#)
- ✔ 3 Security Questions are configured. [Change](#)

[finish](#) [cancel](#)

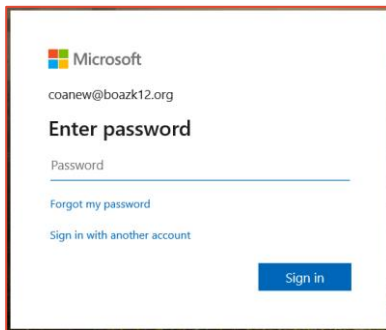


Self-Service Password System

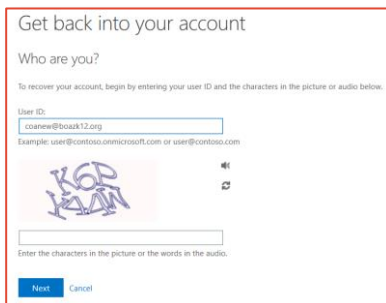
Resetting your Password

In order to reset your password, you have to have already completed the security methods above. Resetting the password will change your passwords for the network, Google G-Suite, and Office365. It will take effect within a few minutes.

1. In your web browser, go to <https://www.office.com/> and sign in with your email address. On the password prompt, click “Forgot my password”. You can also go directly to <https://passwordreset.microsoftonline.com/>.



2. Follow the prompt to confirm your identity.





3. Choose your verification method, complete it, and click “Next”.

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

Answer my security questions

What was your favorite sport in high school?

What is your favorite food?

What was the name of your first pet?

Next Contact your administrator

4. Enter and confirm your new password. It must meet the same password requirements we have onsite.

Get back into your account

verification step 1 ✓ > choose a new password

* Enter new password:

* Confirm new password:

Finish Cancel

5. Password reset completed! The password change takes effect on Office365, the local network, and on Google within a couple minutes.

Get back into your account

✓ Your password has been reset

To sign in with your new password, [click here](#).



Self-Service Password System

Changing your Verification

Changing your verification methods (email alternate email address and/or security questions) works almost just like the initial setup.

1. In your web browser go to <https://account.activedirectory.windowsazure.com/passwordreset/Register.aspx>. You will be asked to either login with your current credentials, or reenter your password.

confirm your current password

In order to keep your security information private, we need you to re-enter your current password on the next page.

re-enter my password cancel

- 2.

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

✓ Authentication Email is set to [redacted]@gmail.com. Change

✓ 3 Security Questions are configured. Change

looks good cancel

3. Changing Authentication Email works just like step 4 of the Account Setup section above. Click “Change”, enter an email address, and verify.
4. To change security questions/answers, click “Change” On the next screen click “Select a new question” next to the question(s) you want to change. Once everything is complete, click



“save answers” at the bottom of the screen.

don't lose access to your account!

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

Security question 1

What was your childhood nickname? ▾

Blackbeard ✓

Security question 2

What was your favorite sport in high school?

..... [Select a new question](#)

Security question 3

What was the first and last name of your childhood best friend?

..... [Select a new question](#)

[save answers](#)

[back](#)

5. You will be returned to the screen to finish the changes.

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✓ Authentication Email is set to ██████████@gmail.com. [Change](#)

✓ 3 Security Questions are configured. [Change](#)

[finish](#) [cancel](#)