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/sspsetup

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.