

Manage favorites no

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.

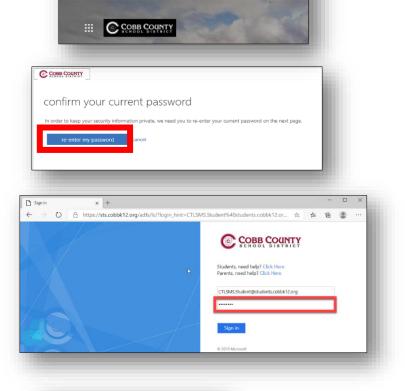
New tab

For quick access, pla

()

- 1. Open a web browser and type in the following URL: https://aka.ms/ssprsetup
- 2. Click re-enter my password.

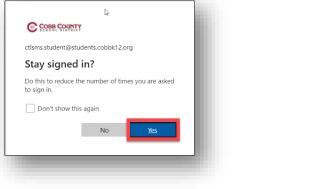
3. Type your current **password**.



x +

aka.ms/ssprsetup

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



page

Authentication Phone is not configured Set it up now Authentication Email is not configured. Set it up now 🗋 don't lose access to your account 🗙 🕂 \leftarrow \rightarrow \circlearrowright \land https://account.activedirectory.window COBB COUNTY don't lose access to your account! Please verify your authentication phone number below 7. Select how you want to be contacted-either text me or d States (+1) 4567890 back

don't lose access to your account \times +

 \leftarrow

Click Set it up now.

8. See that Authentication Email is not configured.

- 9. Type in your personal email address. Note: Do not use your cobbk12.org or students.cobbk12.org email addresses.
- 10. Click email me.

	COBB COUNTY
	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
	Authentication Phone is set to +1 6783006301, Change
	Authentication Email is not configured. Set it up now
	finish cancel
don't lo:	se access to your account x +
$\leftarrow \rightarrow$	C A https://account.activedirectory.windowsazure.com/Passwor
© COI	BB COUNTY
do	n't lose access to your account!

our authentication email address below. Don't use your prim

→ O 🔒 https://account.activedirectory.windowsazure.com/



call me and follow the prompts.

- 6. Fil in the Country Code and Phone Number.

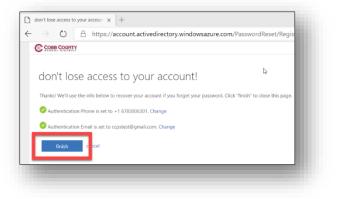




- 11. Check your **personal email**.
- 12. Type the **verification code** provided.
- 13. Click verify.

COBB COUNTY	
don't lose acc	cess to your account!
Please verify your authentica	tion email address below. Don't use your primary work or school email.
Authentication Email	
:@gmail.com	
We've sent an email message	containing a verification code to your inbox.
883182	verify y again

14. Click Finish.



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