Microsoft 365 Self-Service Password Reset

These directions explain how to change your Microsoft 365 password.

Note: The directions will only work if you previously registered for the self-service password reset.

1. Open a web browser and type the following URL:  [https://aka.ms/sspr](https://aka.ms/sspr)

2. Type your **CCSD e-mail address**:
   - (Staff) [firstname.lastname@cobbk12.org](mailto:firstname.lastname@cobbk12.org)
   - (Student) [firstname.lastname@students.cobbk12.org](mailto:firstname.lastname@students.cobbk12.org)

3. Click **Next**.

4. Choose **how you want to be contacted** for verification purposes and complete contact information.
   *Note: In this example, the Email my alternate email feature is demonstrated.*

5. Leave the **browser window open**.
6. **Log in to the email address** you used when you set up your self-service password reset.

7. Open e-mail from *Microsoft on behalf of Cobb County School District* and retrieve the **verification code**.

8. Enter the **verification code**.

9. Click **Verify**.

10. Type in your **new password**.
    Note: *Staff will need to use a complex password with the following requirements:*
        - Minimum length – 8 characters
        - At least one Capital Letter
        - At least one number
        - At least one special character such as: !, @, #, $

11. Click **Finish**.

You have now reset your password and can now log in to Microsoft 365.