PASSWORD RESET INSTRUCTIONS

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Enter your current (old) password. Then, enter in your new password in both boxes (New and Confirm). This should be a strong password with no similarities to your previous password.

Log into your computer again using your new password. Congratulations! Your password is now updated. Additionally, you may need to update any Single-Sign On saved login credentials that use your Active Directory username and password.

It is also good practice to change your password every 90 days to increase your security.

Password Reset ς Off Campus

There are two steps involved for resetting your Network/Single Sign On (SSO) password.

If you have already registered for MFA, skip directly to Step 2: ‘Reset Password’ page 10.

Step 1: Setup Multi-factor Authentication

https://aka.ms/ssprsetup

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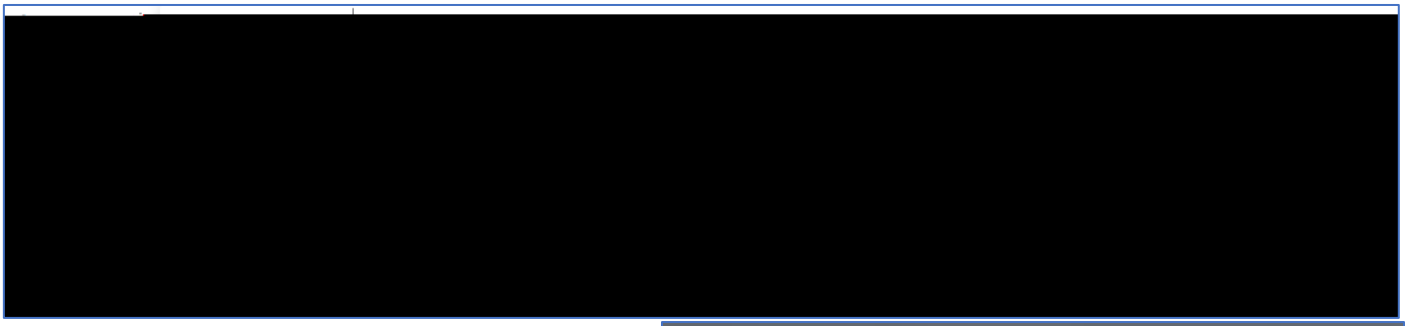

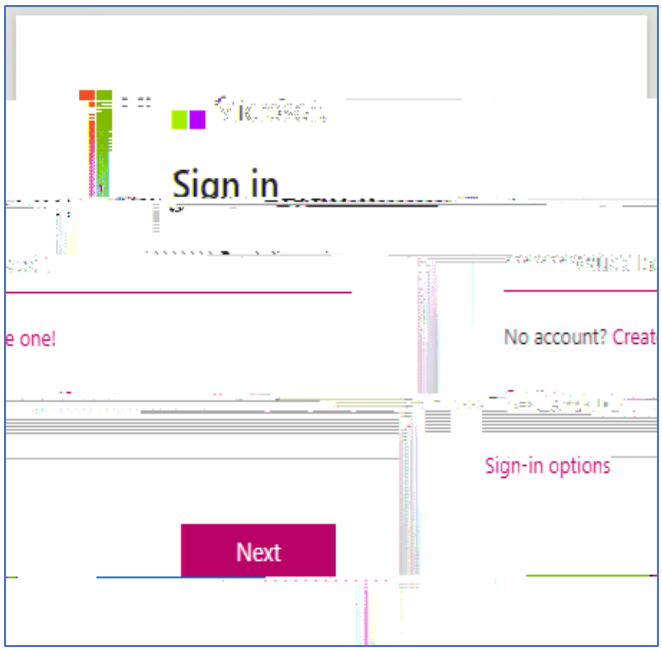

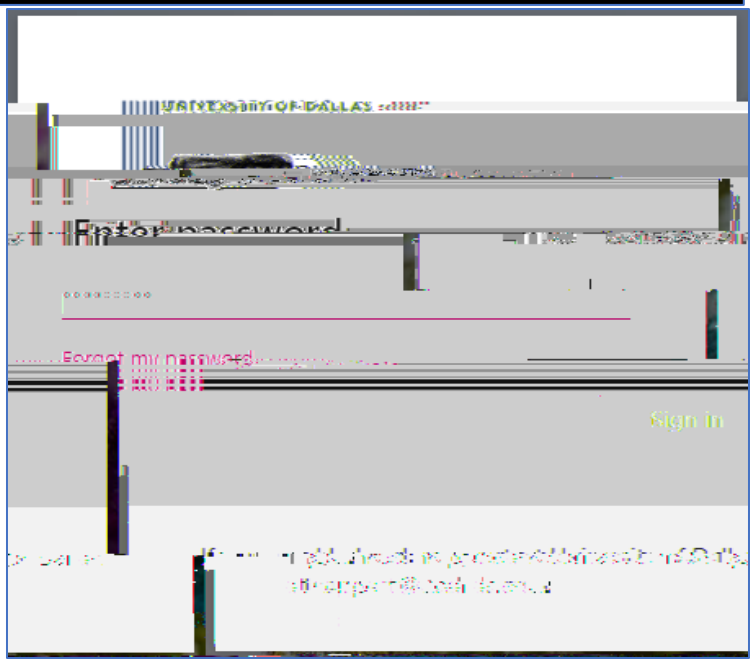

Enter your phone number and select one of the options:

"Text me a code" – choose this for Cell phone

"Call me" – choose this for Cell or Office phone number. System will call the number and ask you to press the # sign.

Click Next.

Once the system has verified with text message or phone call, you will receive a success message. Click Next

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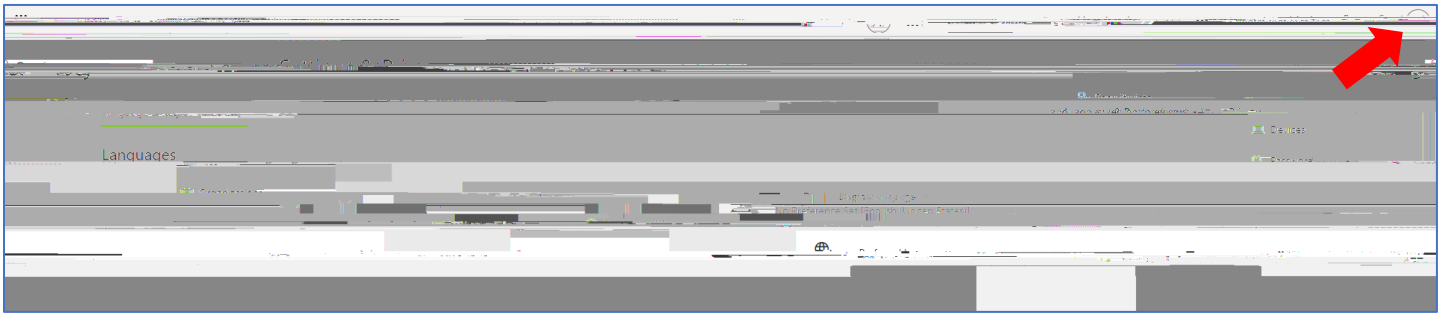
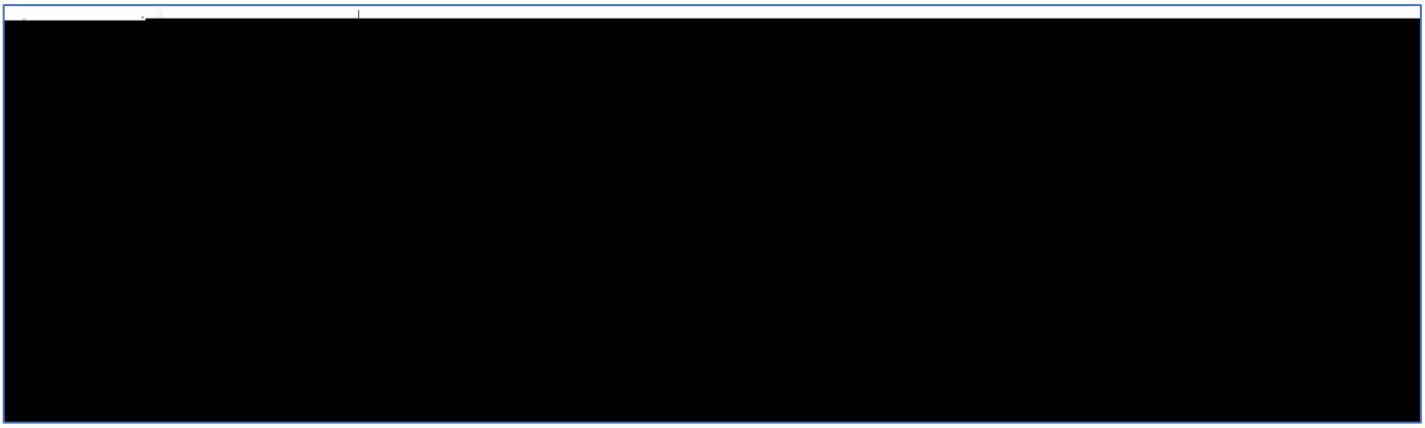
by clicking on top right circle and selecting ‘Sign out’.

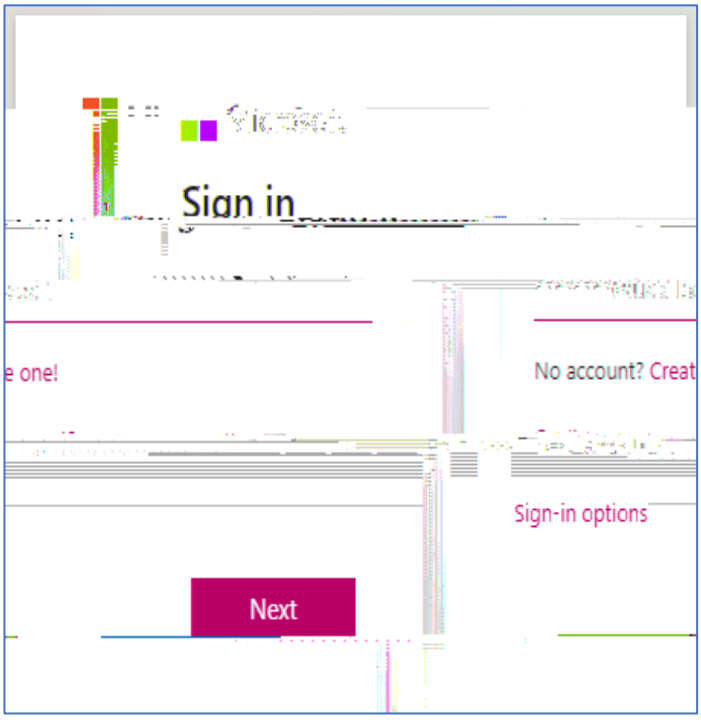


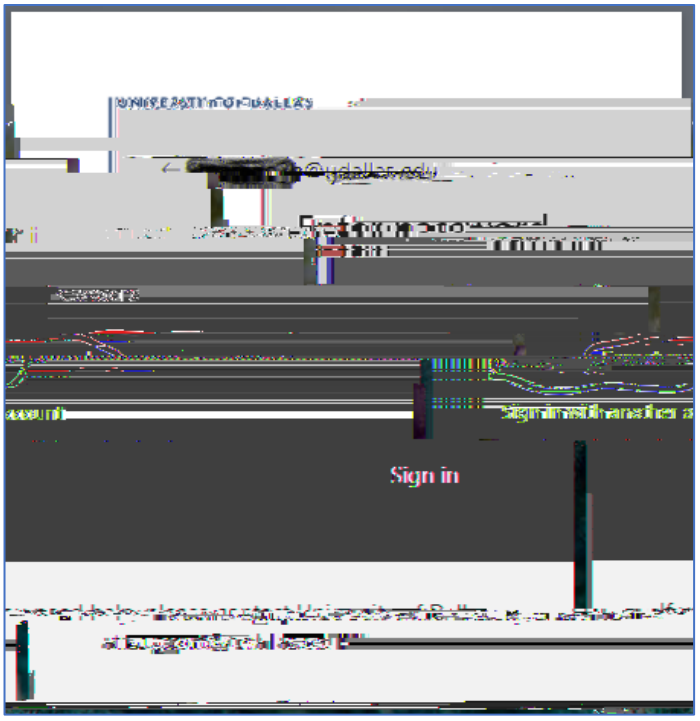
Continue to next step to reset your password.

Step 2: Reset Password

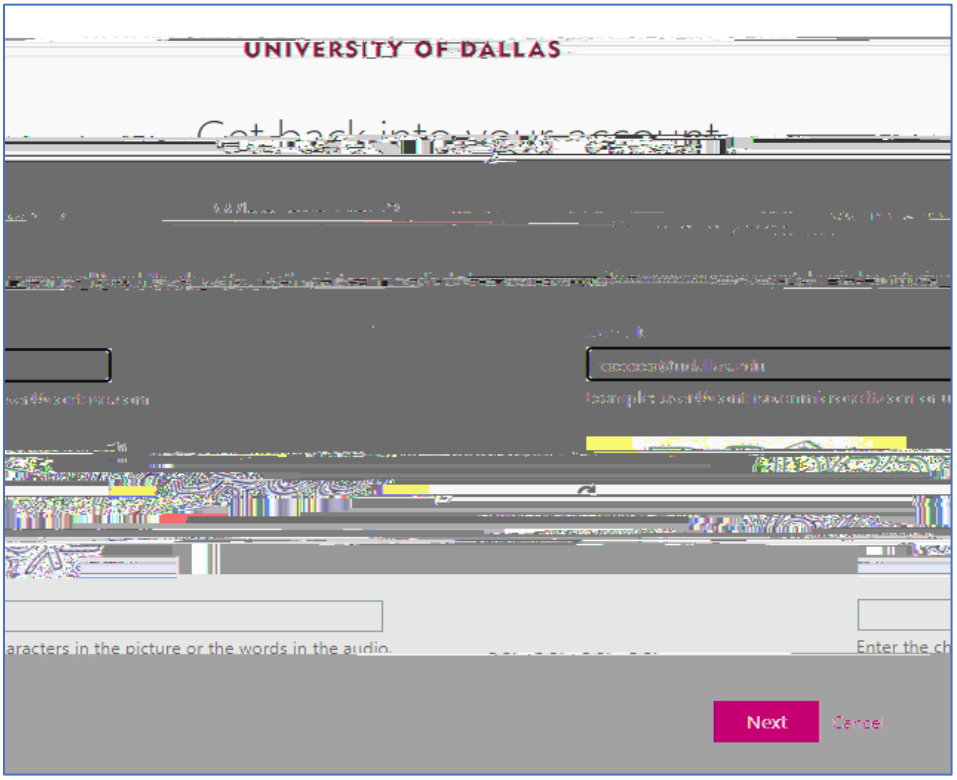
Once you have setup MFA (if MFA not previously setup scroll up to Step 1), you can reset your password by following the steps below:





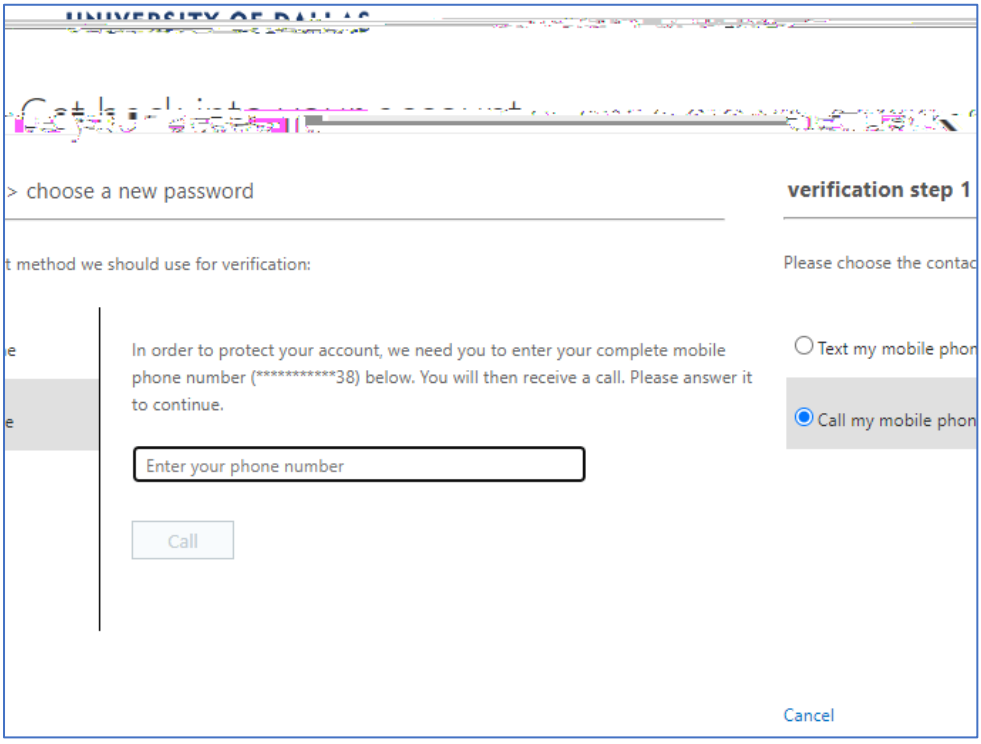


On the ‘Get back into your account’ page, and click Next.



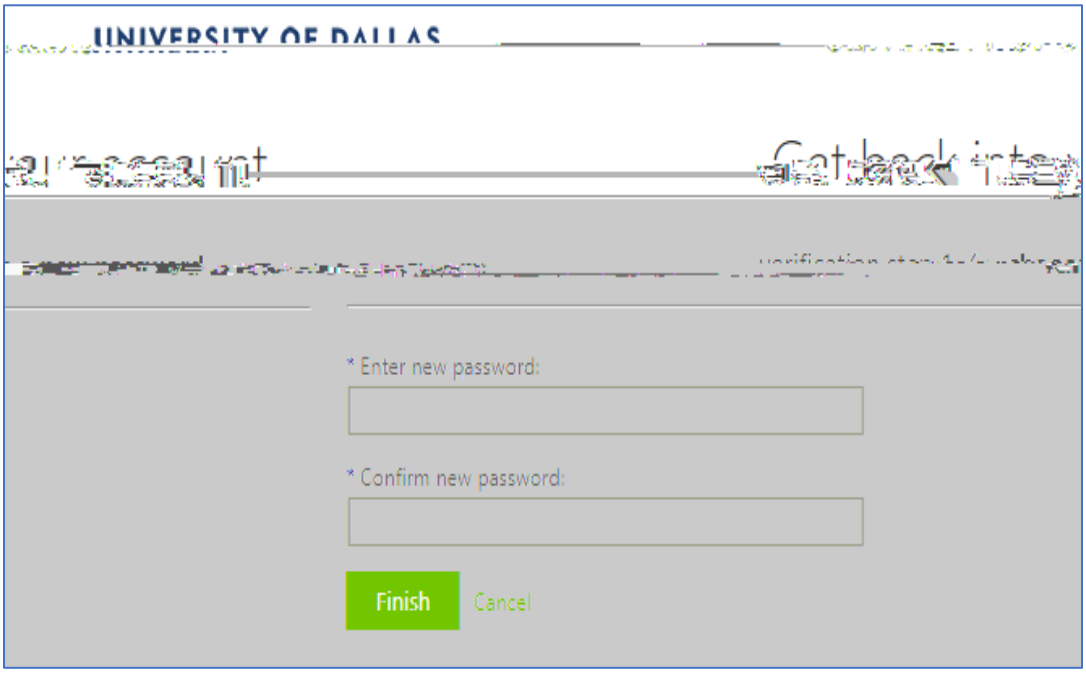
that you have used to setup MFA (Step 1)

Choose to verify by either from the system.



When prompted, on the phone call.

After you are verified, you will then be taken to password change screen. , then click the "Finish button" to finalize the password change.



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