Self Service Password Reset (SSPR)

Self Service Password Reset (SSPR): **Initial Setup Directions**

CBSD has a new password reset tool available. The new password reset tool by Microsoft is a convenient tool to easily and securely manage your user account from anywhere on any device. This will allow CBSD staff to safely reset their password from home without the need to be on campus or coordinate with the Technology and Innovation Department.

In order to use the new reset tool, you must provide the following information. You will be prompted when you log into your Microsoft Account to complete the following:

More information required Your organization needs more information to keep your account secure Use a different account Learn more Next	Click **next.**
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 Phone is not configured. Set it up now ⊘ Authentication Email is not configured. Set it up now finish cancel	Pick **1** of the **2** options (cell phone is recommended).
don't lose access to your account! Please verify your authentication phone number below. Authentication phone Select your country or region ▼ Enter your authentication phone number text me call me back	1.) Select your country 2.) Enter your phone number 3.) Click text me
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 Phone is set ⊘ Authentication Email is not configured. Set it up now finish cancel	Click **finish.**

Enter the code that you receive and then click **verify**.

Once you successfully complete the process, your Office 365 account will open.

Self Service Password Reset (SSPR): Directions

Go to: https://passwordreset.microsoftonline.com to reset your password:

User ID is your full CB email.

Enter characters and then click **NEXT**.

Click **Next**.

Choose contact method for verification.

If text my mobile phone, enter number and click **Text**.

	Enter your Verification Code and click **Next**.
	Choose the second contact method to use for Verification.
	Enter a new password and confirm password. *Please see the password protocol below.* Click **Finish**.

Password Protocol

Staff Password Protocol: • Must be a minimum of 8 characters – but it can be more • Must include at least **one number** • Must include **one upper case letter** • Must include **one lower case letter** • **CANNOT** include the user's account name or parts of the user's name that exceed two consecutive characters These requirements are enforced when passwords are changed or created. Staff shall not reveal their passwords to another individual. Staff are not to use a computer that has been logged into under another employee's name.	**Staff Password Protocol effective 9/8/2020**

11/09/2020