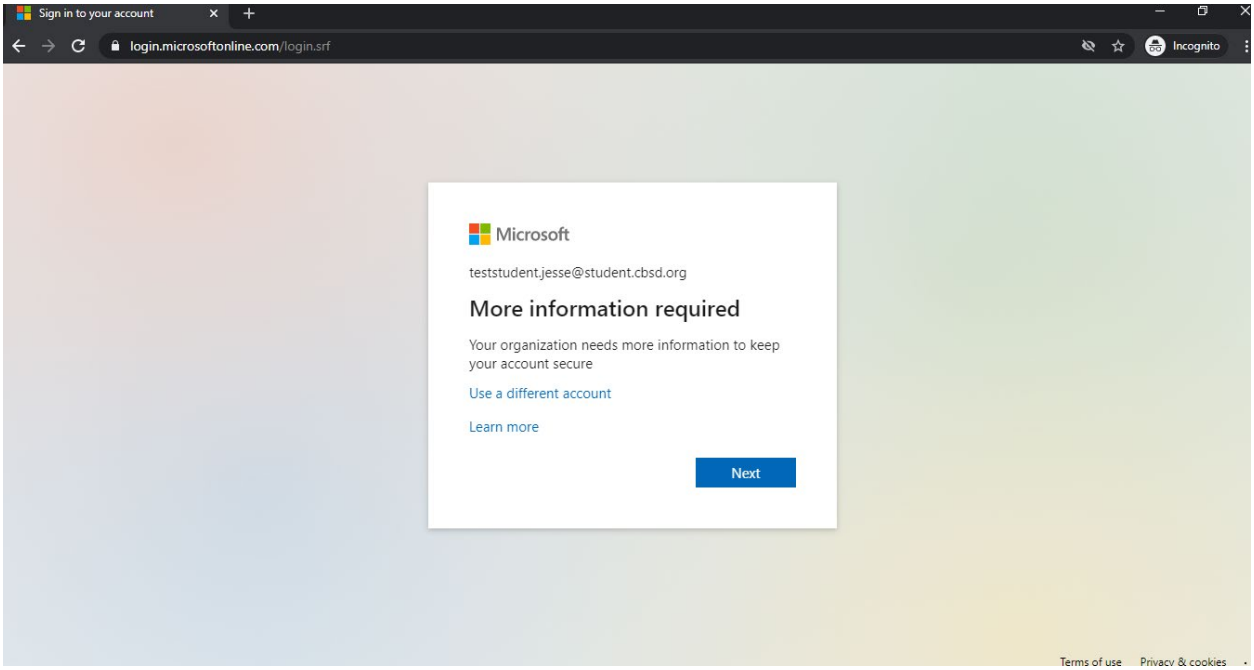
CENTRAL BUCKS
TECHNOLOGY & INNOVATION DEPARTMENT

Student SSPR Setup/Usage Instructions

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

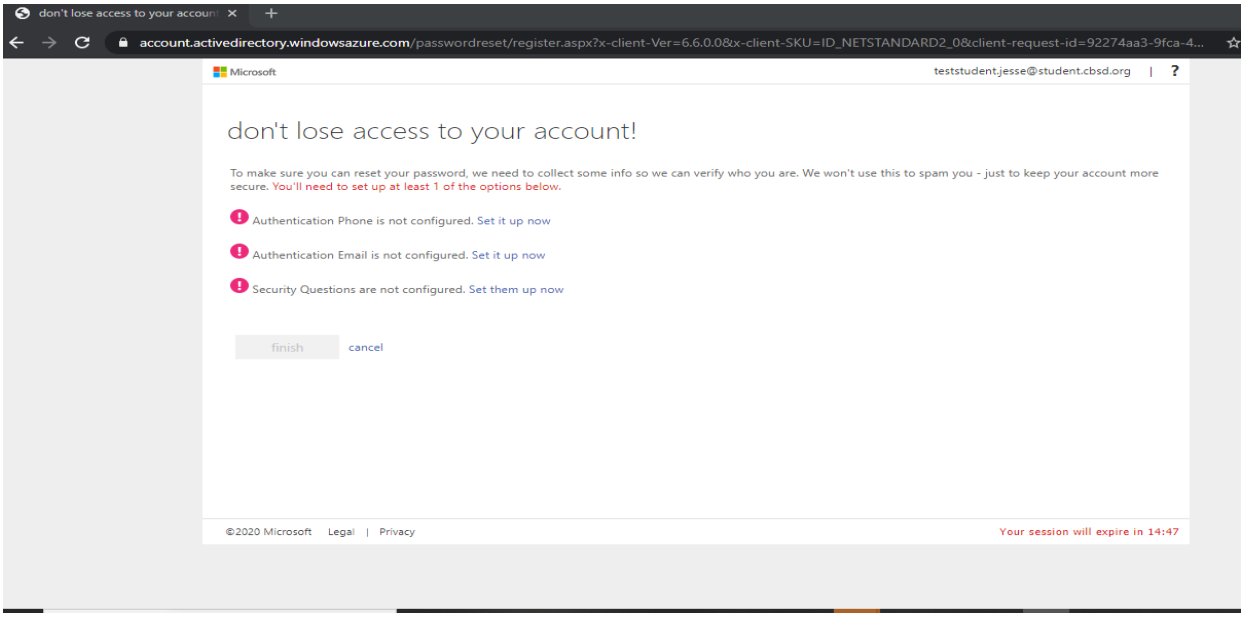
SSPR Registration Process

Step 1: You will first be prompted for more information when signing into Office365.

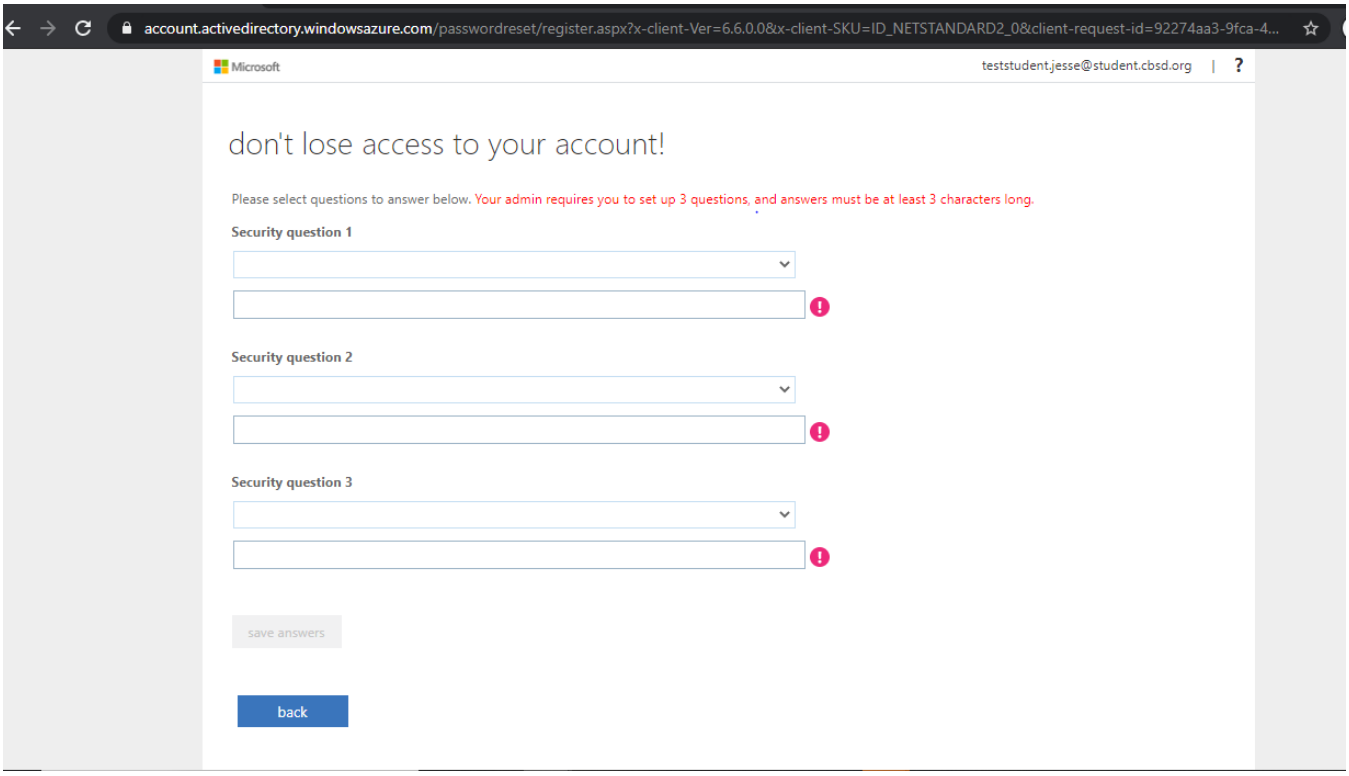


Step 2: Select Additional Information Type

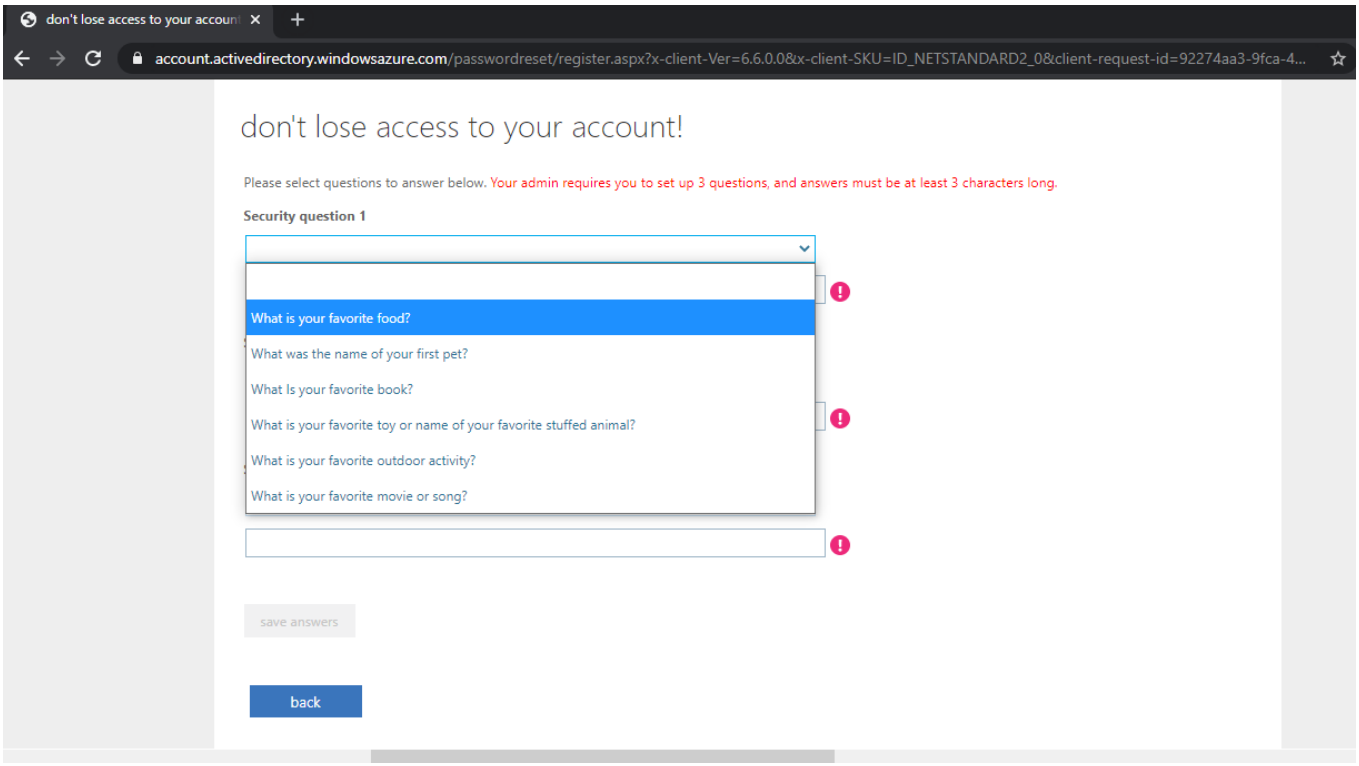
You will be required to provide either a phone number, email address, or security questions. **The Technology and Innovation Department recommends selecting security questions for younger students.**



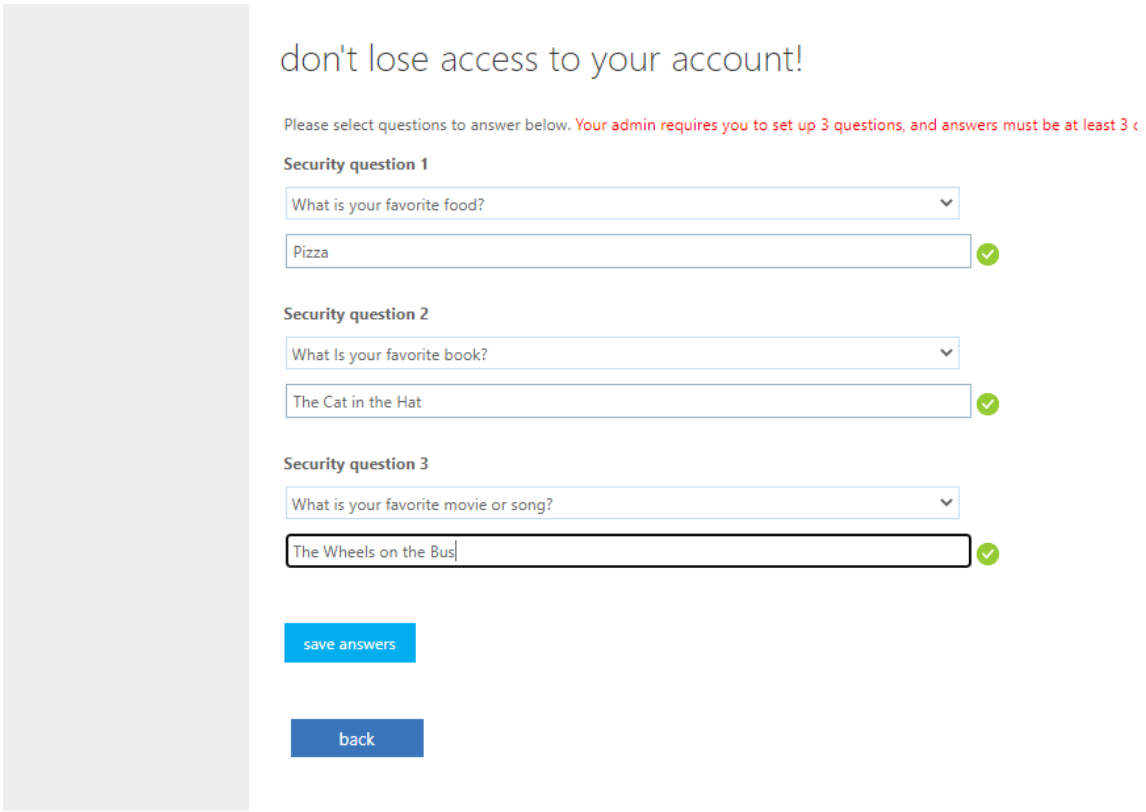
Step 3: If selecting Security Questions you will be required to answer three questions.



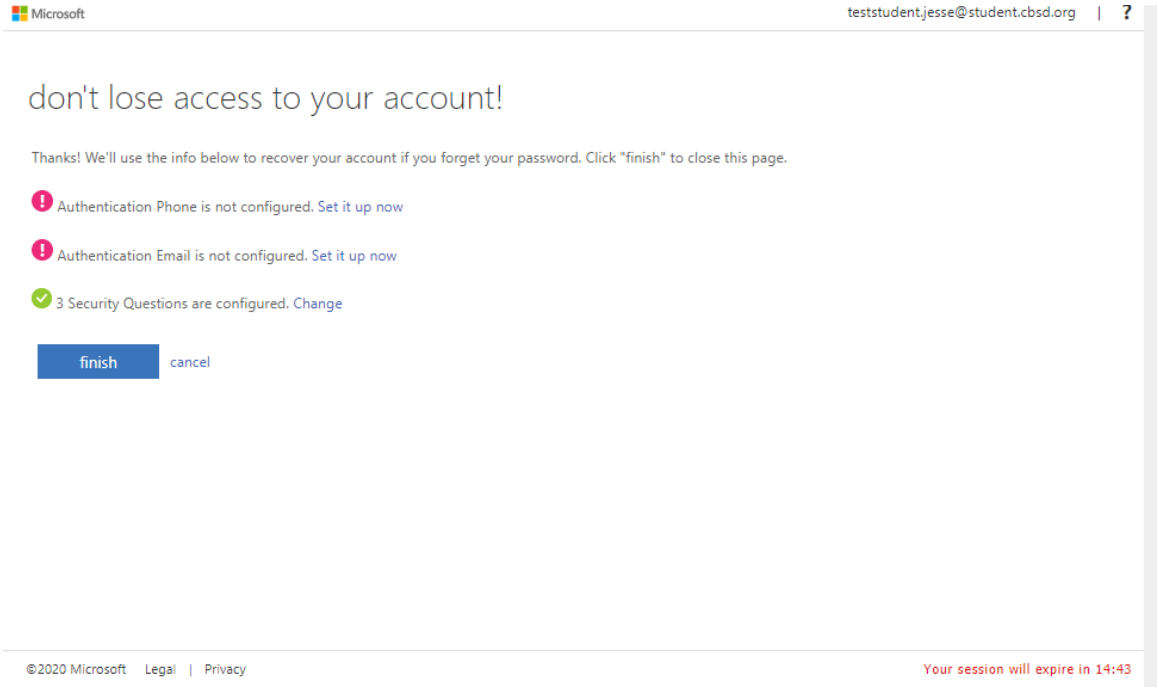
Step 4: Select the Security Questions you would like to use from the drop-down list.



Step 5: Provide answers to the security questions selected. **IMPORTANT: ANSWERS ARE CASE SENSITIVE**

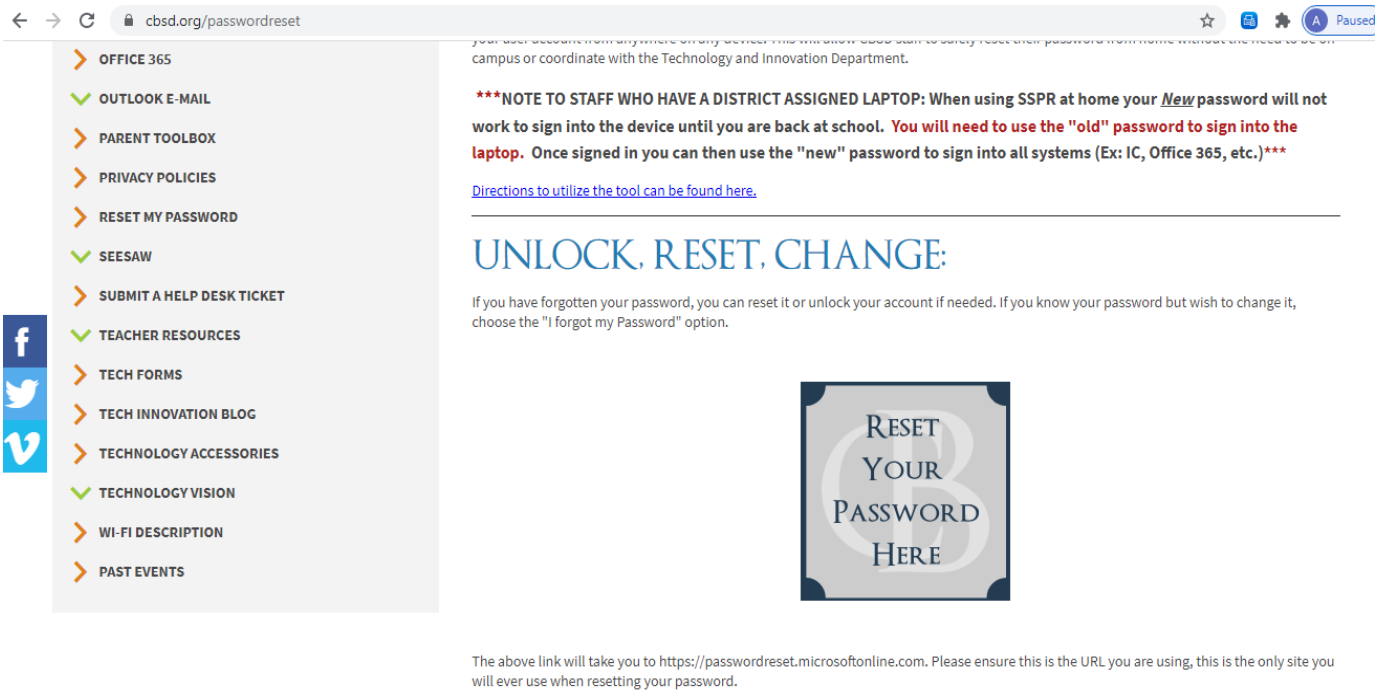


Step 6: A green check box will appear when information is provided. Click Finish to complete the SSPR registration process.

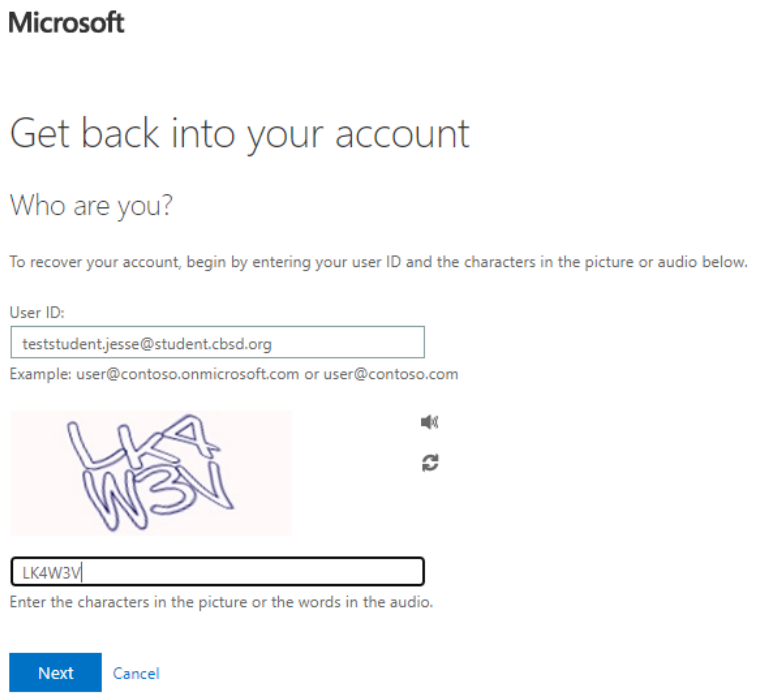


Password Reset Process

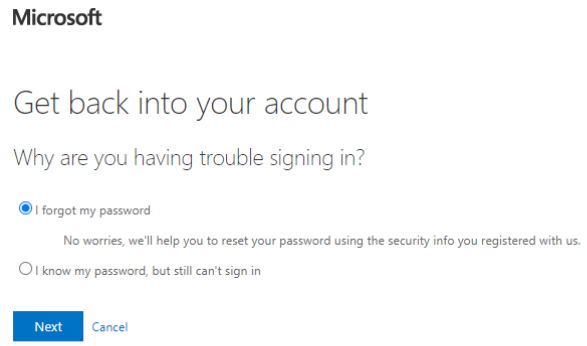
Step 1: Visit CBSD.org/passwordreset for instructions and select reset my password.



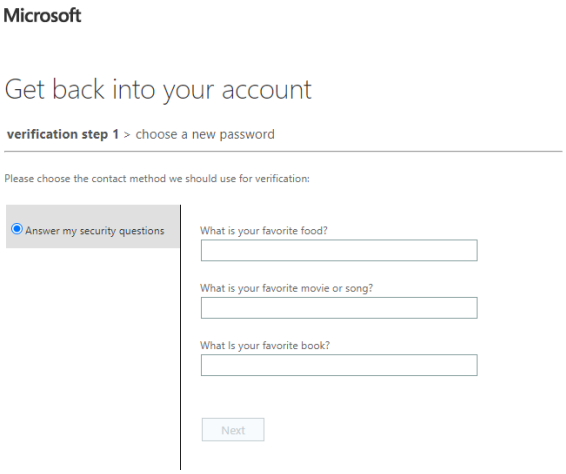
Step 2: Enter User ID including @student.cbsd.org and complete the Captcha requirement.

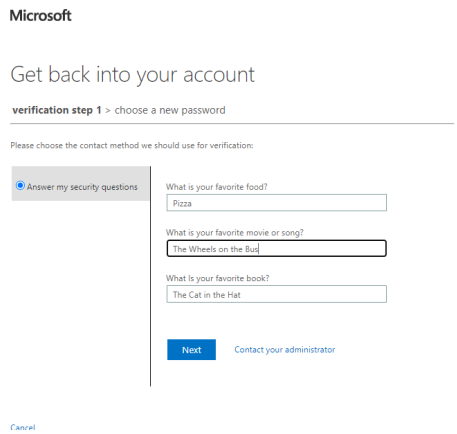


Step 3: Select that you have forgotten your password.

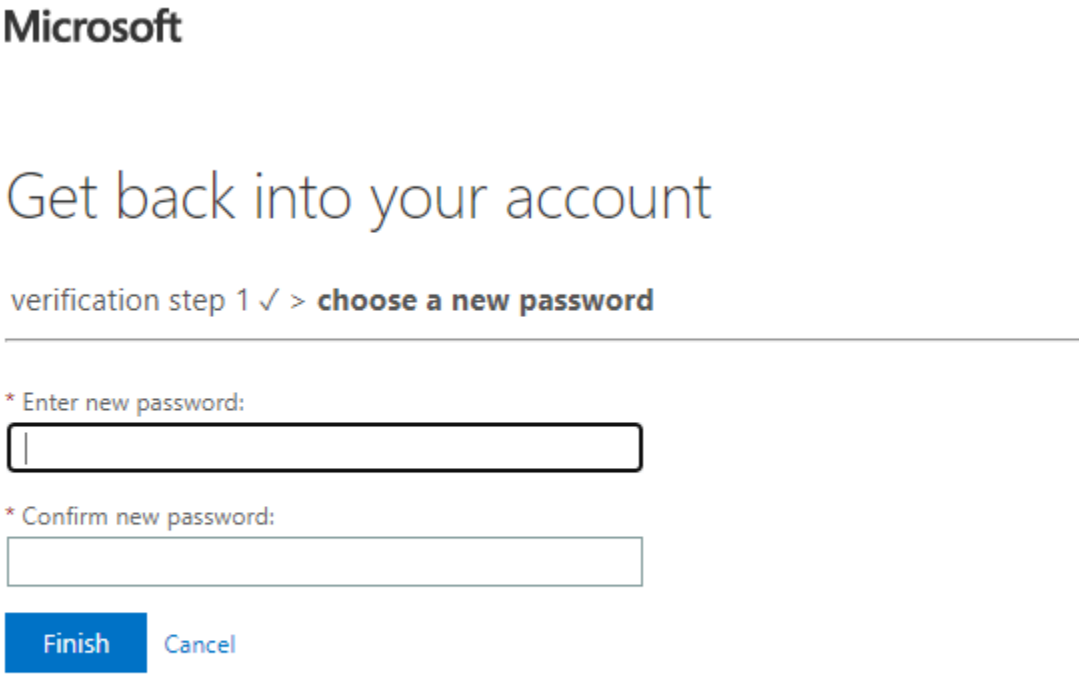
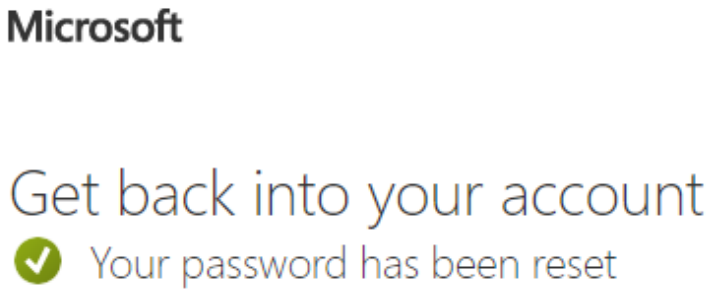


Step 4: Answer the security questions that you selected during the SSPR registration process.
REMINDER: THIS IS CASE SENSATIVE





Step 5: Create a new password that meets current complexity requirements



Step 6: Verify your account password has been successfully changed via the screenshot below.