

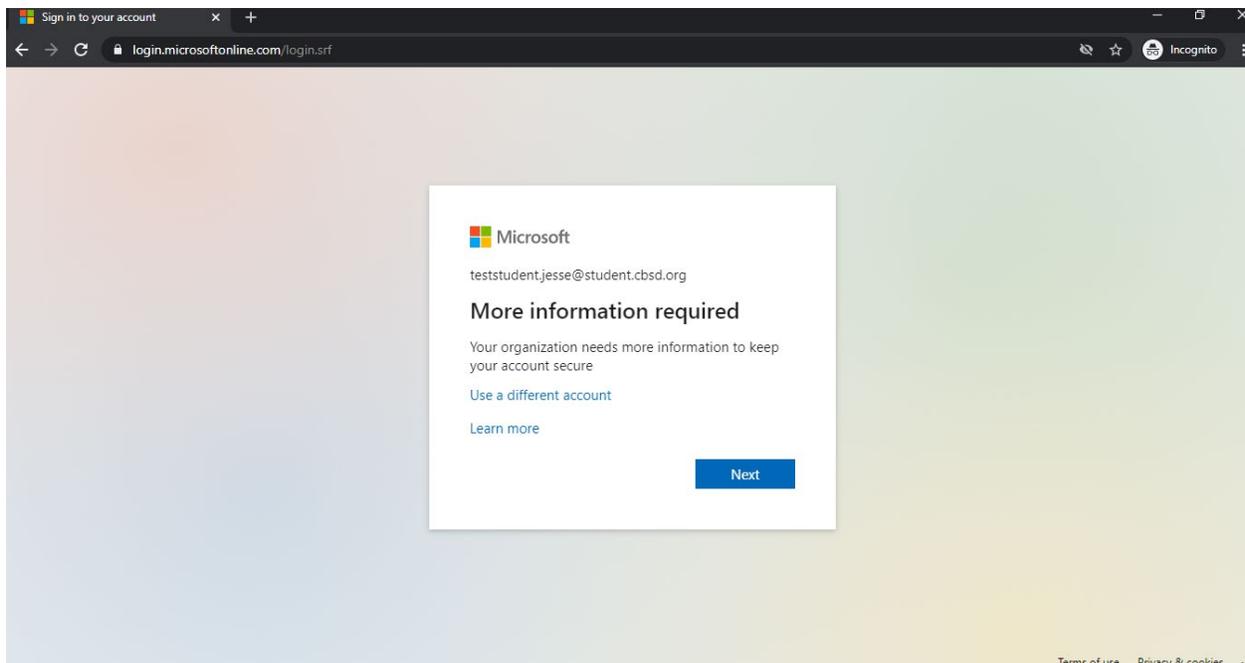


Student SSPR Setup/Usage Instructions

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.

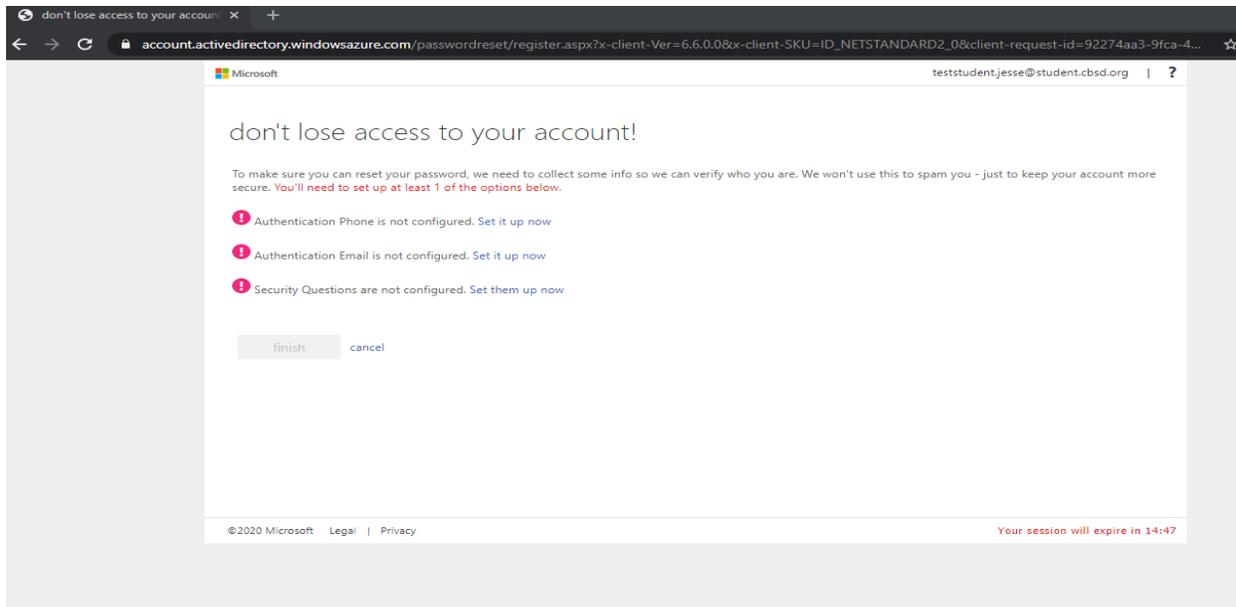
SSPR Registration Process

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

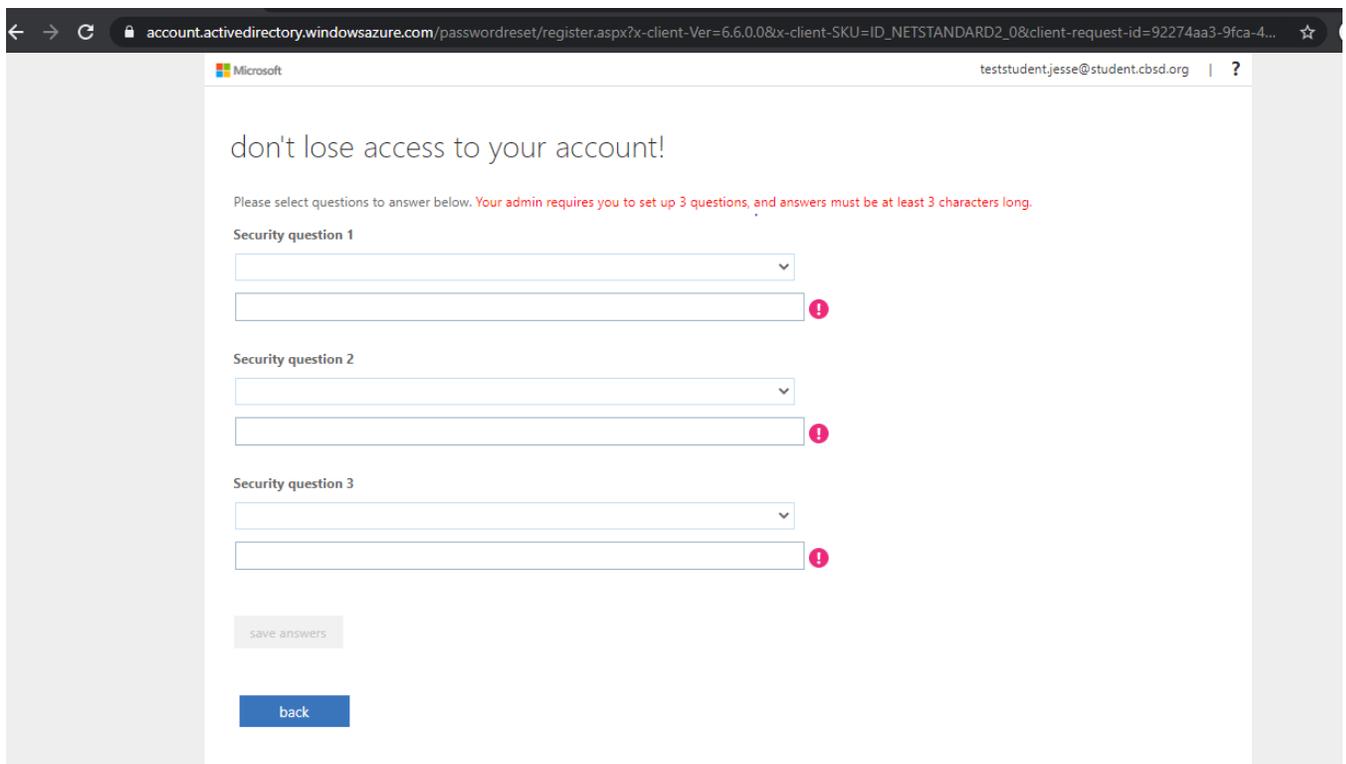


Step 2: Select Additional Information Type

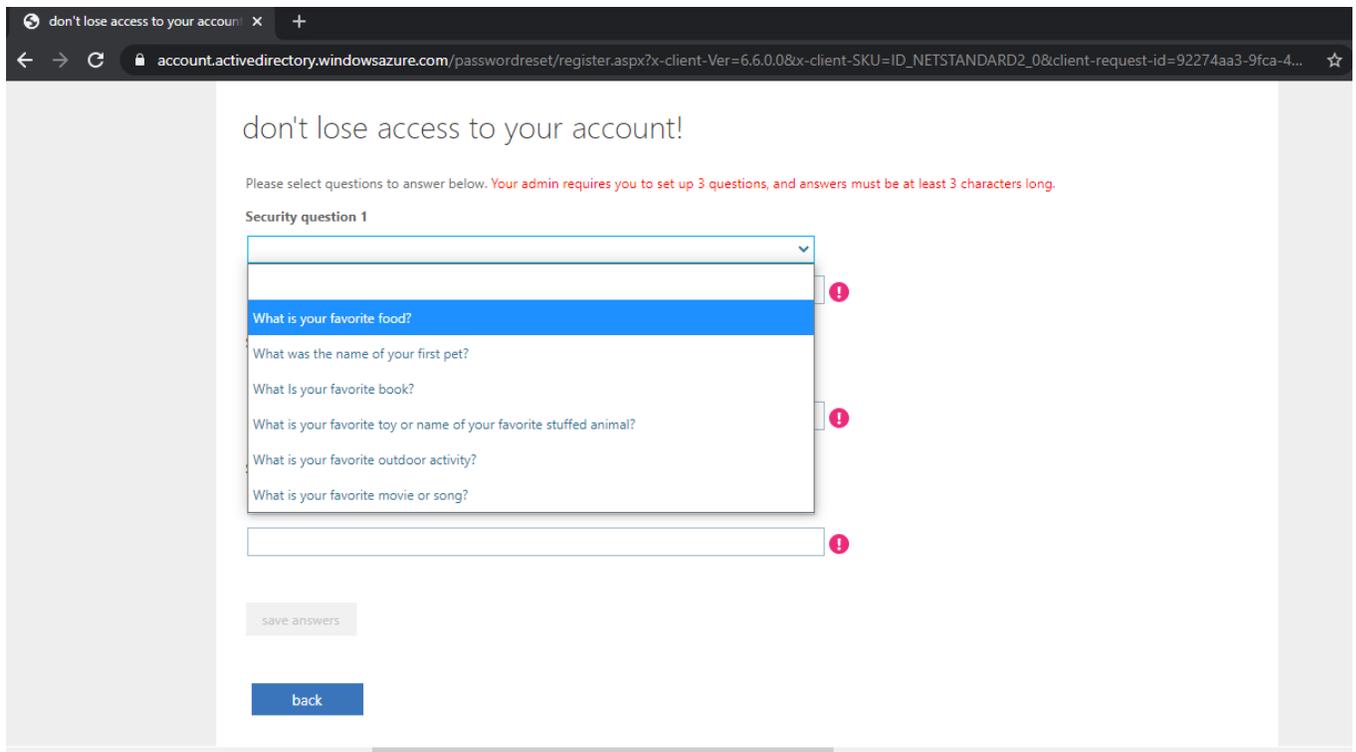
You will be required to provide either a phone number, email address, or security questions. **The Technology and Innovation Department recommends selecting security questions for younger students.**



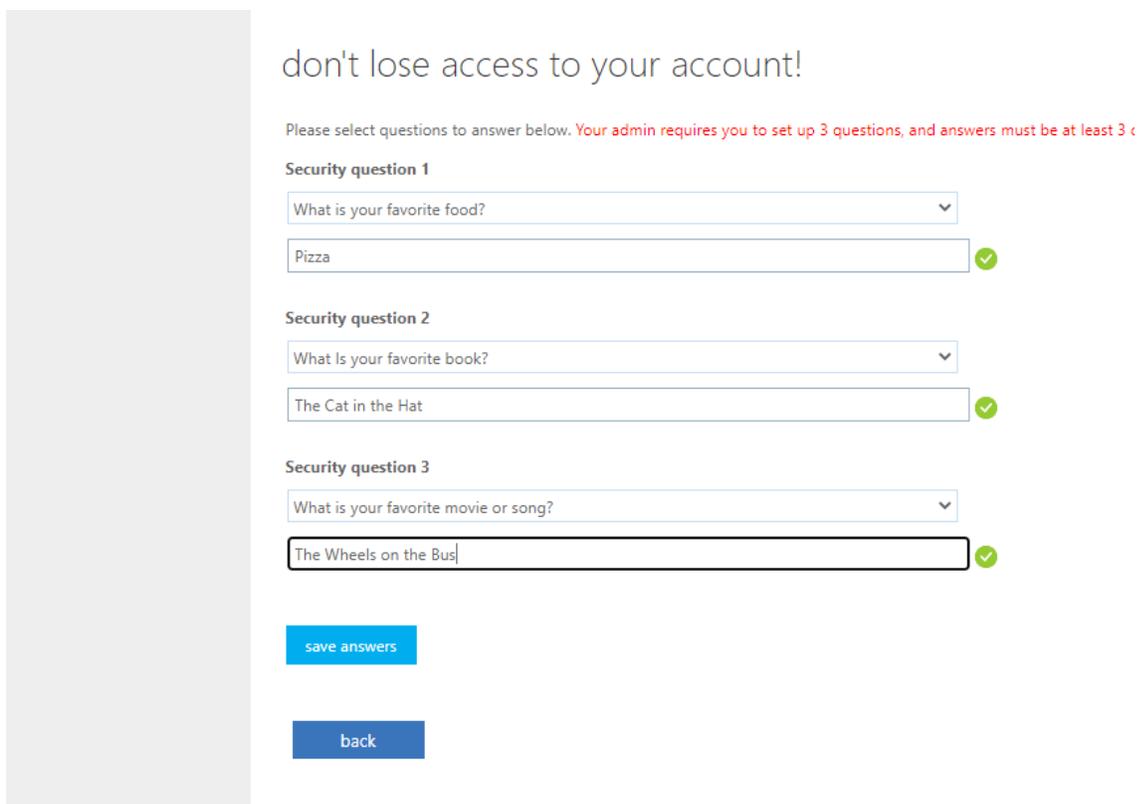
Step 3: If selecting Security Questions you will be required to answer three questions.



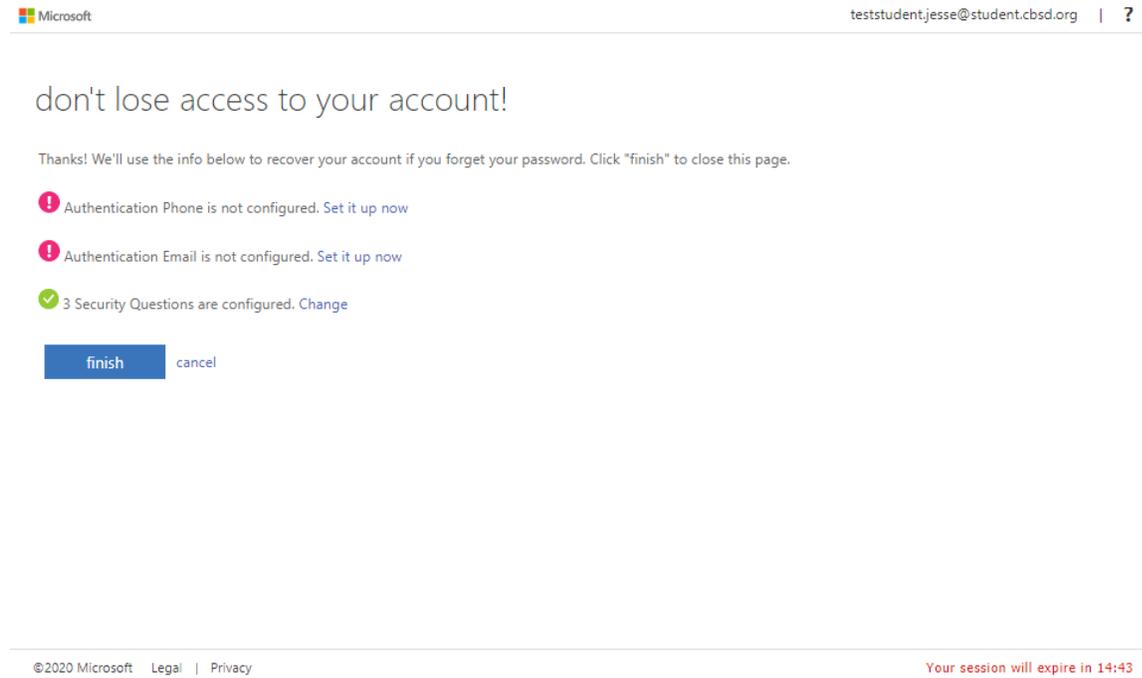
Step 4: Select the Security Questions you would like to use from the drop-down list.



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



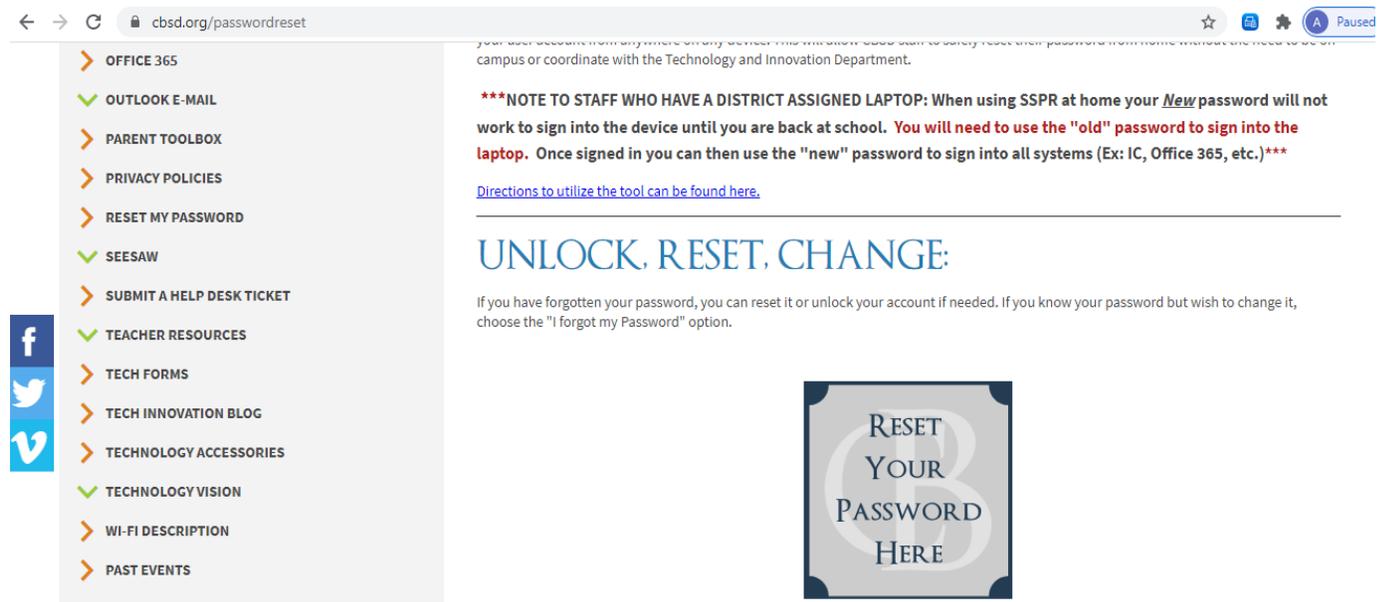
Step 6: A green check box will appear when information is provided. Click Finish to complete the SSPR registration process.



The screenshot shows a Microsoft account security page. At the top left is the Microsoft logo, and at the top right is the email address 'teststudent.jesse@student.cbsd.org' with a help icon. The main heading is 'don't lose access to your account!'. Below this is a message: 'Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.' There are three items listed: 1. 'Authentication Phone is not configured. Set it up now' with a red exclamation mark icon. 2. 'Authentication Email is not configured. Set it up now' with a red exclamation mark icon. 3. '3 Security Questions are configured. Change' with a green checkmark icon. At the bottom left are two buttons: 'finish' (highlighted in blue) and 'cancel'. At the bottom right, it says 'Your session will expire in 14:43'. The footer contains '©2020 Microsoft Legal | Privacy' on the left and the session expiration on the right.

Password Reset Process

Step 1: Visit [CBSD.org/passwordreset](https://cbsd.org/passwordreset) for instructions and select reset my password.



The screenshot shows the CBSD.org password reset page. The browser address bar shows 'cbsd.org/passwordreset'. On the left is a navigation menu with items: OFFICE 365, OUTLOOK E-MAIL, PARENT TOOLBOX, PRIVACY POLICIES, RESET MY PASSWORD, SEESAW, SUBMIT A HELP DESK TICKET, TEACHER RESOURCES, TECH FORMS, TECH INNOVATION BLOG, TECHNOLOGY ACCESSORIES, TECHNOLOGY VISION, WI-FI DESCRIPTION, and PAST EVENTS. The main content area has a heading 'UNLOCK, RESET, CHANGE:' and a paragraph: 'If you have forgotten your password, you can reset it or unlock your account if needed. If you know your password but wish to change it, choose the "I forgot my Password" option.' Below this is a large graphic that says 'RESET YOUR PASSWORD HERE' with a large 'S' in the background. At the bottom, there is a note: 'The above link will take you to https://passwordreset.microsoftonline.com. Please ensure this is the URL you are using, this is the only site you will ever use when resetting your password.'

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

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

Next

Cancel

Step 3: Select that you have forgotten your password.

Microsoft

Get back into your account

Why are you having trouble signing in?

I forgot my password

No worries, we'll help you to reset your password using the security info you registered with us.

I know my password, but still can't sign in

Next

Cancel

Step 4: Answer the security questions that you selected during the SSPR registration process.

REMINDER: THIS IS CASE SENSATIVE

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Answer my security questions

What is your favorite food?

What is your favorite movie or song?

What is your favorite book?

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Answer my security questions

What is your favorite food?

What is your favorite movie or song?

What is your favorite book?

[Contact your administrator](#)

[Cancel](#)

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

Microsoft

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

* Confirm new password:

Finish

Cancel

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

Microsoft

Get back into your account

✓ Your password has been reset

