How to CHANGE Your CURRENT Password

YOU MUST KNOW YOUR CURRENT PASSWORD TO CHANGE IT WITH THESE STEPS
CALL THE HELP DESK WITH QUESTIONS OR ASSISTANCE: (248) 823-5092
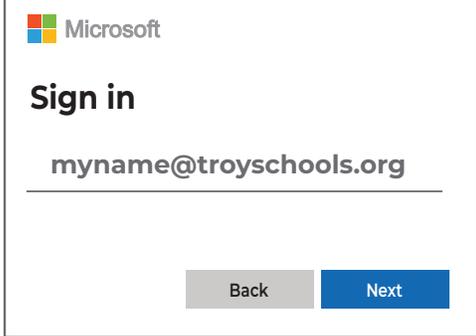
STEP 1

Go to   🌐 **https://office.com**

STEP 2

If not logged in, click

Sign in

Enter your district email address and password.

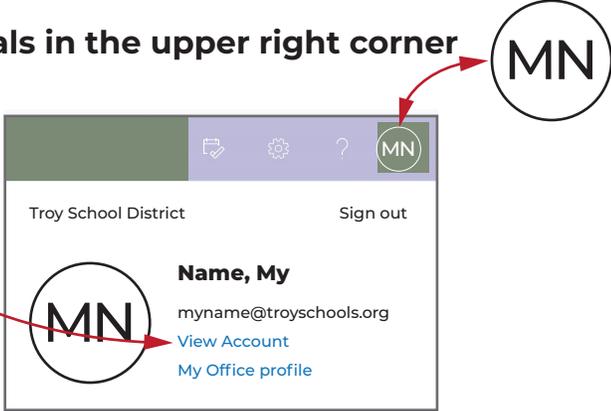> ⊞ Microsoft
>
> **Sign in**
>
> myname@troyschools.org
> _____
>
> Back   Next

STEP 3 - NEW STUDENTS (SKIP TO STEP 4)

Click the circle with your initials in the upper right corner then, select View account.
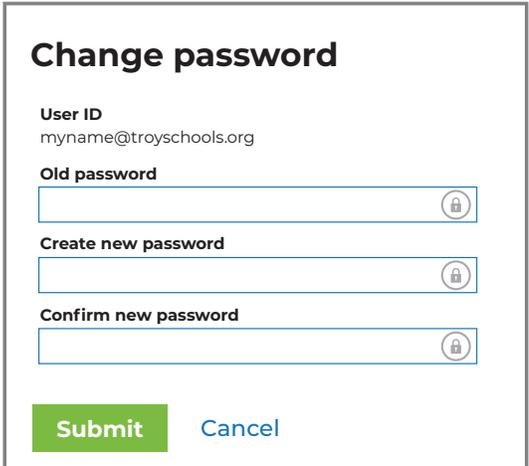
(MN)

USE THIS STEP TO RESET YOUR KNOWN PASSWORD

> 🗹 ⚙ ? (MN)
>
> Troy School District   Sign out
>
> (MN) **Name, My**
>   myname@troyschools.org
>   View Account
>   My Office profile

STEP 4

Find and click 🔑 Password **on the left-side menu and enter your current password and new password.**

> **If you have forgotten your password:**
> **See your Building Tech during school hours or Call Help Desk (248) 823-5092**

> **Change password**
>
> User ID
> myname@troyschools.org
>
> Old password
> [_____🔒]
>
> Create new password
> [_____🔒]
>
> Confirm new password
> [_____🔒]
>
> **Submit**   Cancel