

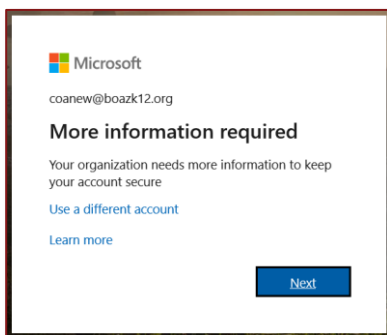


## Self-Service Password System

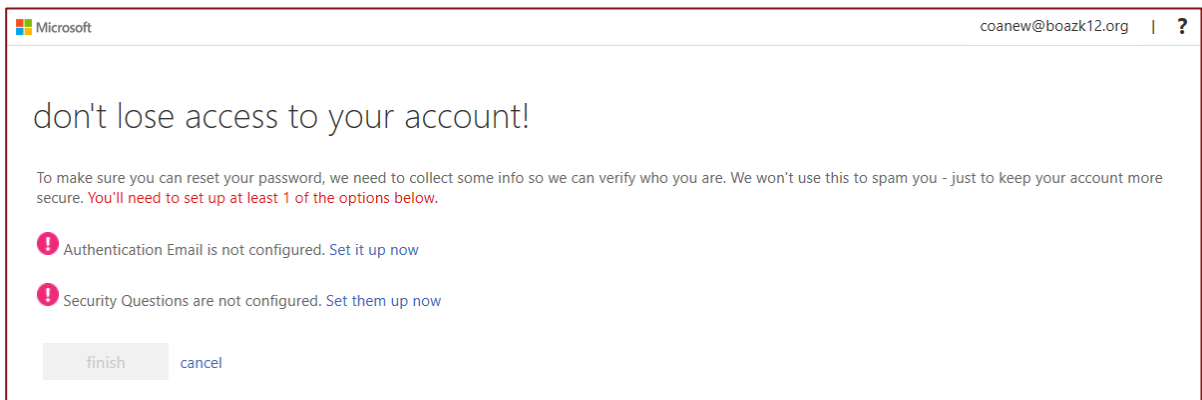
### Account Setup

BCSS is implementing a self-service password system for Faculty, Staff, and 6-12 Grade Students. Each user must setup their account to take advantage of the service.

1. In your web browser, go to <https://www.office.com/> and sign in with your email address and current password.
2. You should be prompted to provide more information. Click Next.



3. On the next screen, you must setup one of the 2 verification methods. However, we **strongly** recommend that you set up both methods.





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- When you set up Authentication Email, you are prompted to enter an email address. Because this is the recovery address, it **CANNOT** be a boazk12.org address. Once you enter the address, click "Email Me". An email will be sent to that address with a verification code. You will be prompted for the code. Enter it, click verify, and go back to the previous screen.

A screenshot of a Microsoft account setup page. The heading is "don't lose access to your account!". Below it, a message says "Please verify your authentication email address below. Don't use your primary work or school email." There is a text input field labeled "Authentication Email" containing "testing@gmail.com". Below the field are two buttons: "email me" and "back".

- When you set up security questions, you are prompted to choose and answer 3 of the available question. Choose your questions, answer them, and click save answers (please **do not** use the same questions and answers as the picture below!). Go back to the previous page.

A screenshot of a Microsoft account setup page for security questions. The heading is "don't lose access to your account!". Below it, a message says "Please select questions to answer below. Your admin requires you to set up 3 questions, and answers must be at least 3 characters long." There are three sections, each with a dropdown menu for a question and a text input field for an answer, each followed by a green checkmark:

- Security question 1**: Question: "What is your favorite food?", Answer: "Pirate Stew"
- Security question 2**: Question: "What was the name of your first pet?", Answer: "Parrot"
- Security question 3**: Question: "What was your favorite sport in high school?", Answer: "Keel Hauling"

At the bottom, there are two buttons: "save answers" and "back".



## Self-Service Password System

6. You should have green checks next to the methods you have setup. Click finish, and you will be taken to the Office365 main menu.

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 Email is set to [REDACTED]@gmail.com. [Change](#)
- ✔ 3 Security Questions are configured. [Change](#)

[finish](#) [cancel](#)

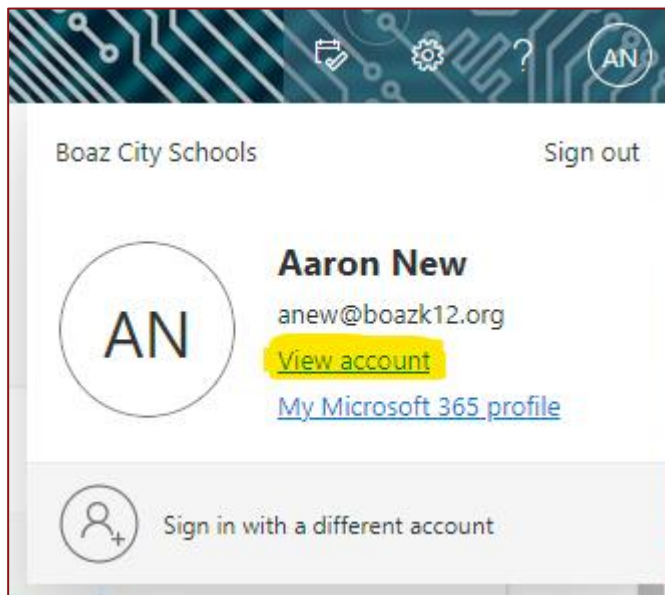


## Self-Service Password System

### Changing your Password

If you know your current password and simply need to change it, you can do so with the steps below.

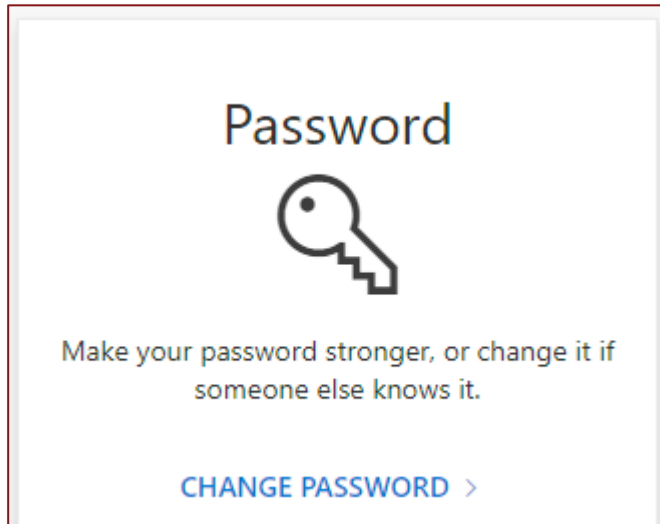
1. Go to office.com and choose the "Sign In" button.
2. If you are asked to pick an account, select "Use another account".
3. Enter your full email address and your current password when prompted.
4. If you have never signed on office.com before, you will be prompted to setup your password recovery options (see above).
5. Once you are signed in, the easiest way to change the password is to click your initials in the top right corner and choose "View account".





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6. Choose the "Change Password" option.



7. Enter the old password, and you new password twice. Your new password must be at least 8 characters, have a combination (3 out of 4) of uppercase, lowercase, numbers, and symbols. It also can't have any part of your name, "Boaz", "pirate", etc.

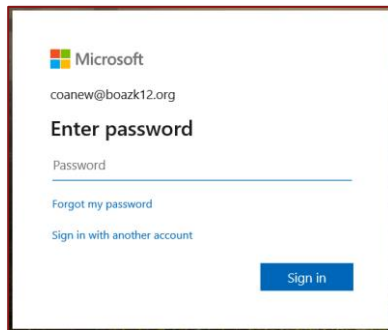


## Self-Service Password System

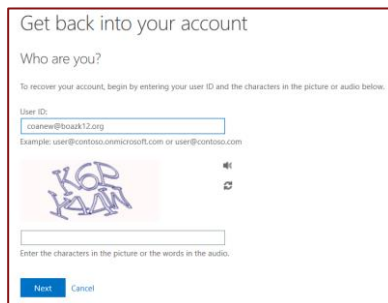
### Resetting your Password

In order to reset your password, you have to have already completed the security methods above. Resetting the password will change your passwords for the network, Google G-Suite, and Office365. It will take effect within a few minutes.

1. In your web browser, go to <https://www.office.com/> and sign in with your email address. On the password prompt, click "Forgot my password". You can also go directly to <https://passwordreset.microsoftonline.com/>.



2. Follow the prompt to confirm your identity.





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3. Choose your verification method, complete it, and click "Next".

4. Enter and confirm your new password. It must meet the same password requirements we have onsite.

5. Password reset completed! The password change takes effect on Office365, the local network, and on Google within a couple minutes.



## Self-Service Password System

### Changing your Verification

Changing your verification methods (email alternate email address and/or security questions) works almost just like the initial setup.

1. In your web browser go to

<https://account.activedirectory.windowsazure.com/passwordreset/Register.aspx>. You will be asked to either login with your current credentials, or reenter your password.

confirm your current password

In order to keep your security information private, we need you to re-enter your current password on the next page.

re-enter my password cancel

- 2.

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 Email is set to [redacted]@gmail.com. Change

✓ 3 Security Questions are configured. Change

looks good cancel

3. Changing Authentication Email works just like step 4 of the Account Setup section above. Click "Change", enter an email address, and verify.
4. To change security questions/answers, click "Change". On the next screen click "Select a new question" next to the question(s) you want to change. Once everything is complete, click





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“save answers” at the bottom of the screen.

### don't lose access to your account!

Please select questions to answer below. **Your admin requires you to set up 3 questions, and answers must be at least 3 characters long.**

**Security question 1**

What was your childhood nickname? ▾

Blackbeard ✓

**Security question 2**

What was your favorite sport in high school?

..... [Select a new question](#)

**Security question 3**

What was the first and last name of your childhood best friend?

..... [Select a new question](#)

[save answers](#)

[back](#)

5. You will be returned to the screen to finish the changes.

### 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 Email is set to [REDACTED]@gmail.com. [Change](#)

✓ 3 Security Questions are configured. [Change](#)

[finish](#) [cancel](#)