

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

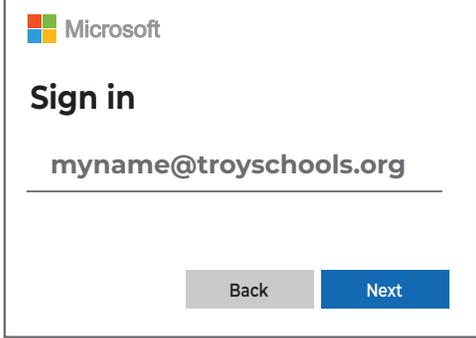
Go to  <https://office.com>

STEP 2

If not logged in, click

Sign in

Enter your district email address and password.

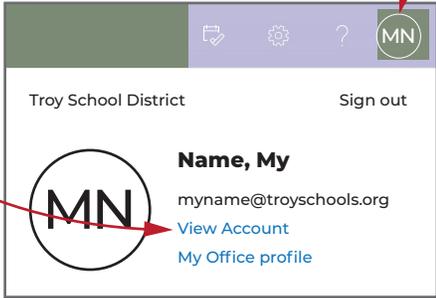


Microsoft
Sign in

STEP 3 - NEW STUDENTS (SKIP TO STEP 4)

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

USE THIS STEP TO RESET YOUR KNOWN PASSWORD



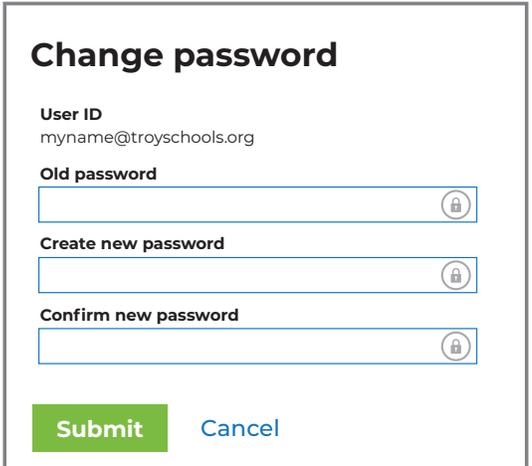
Troy School District Sign out
Name, My
myname@troyschools.org
[View Account](#)
[My Office profile](#)



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