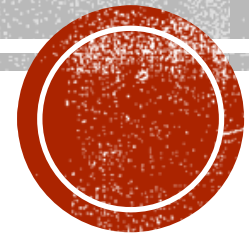


HOW TO CHANGE YOUR PASSWORD IN OFFICE 365



NEED TO RESET YOUR PASSWORD?

PASSWORD COMPROMISED?

NEW TO RCS?

TOO EASY TO GUESS?

JUST READY FOR A CHANGE?



PASSWORD REQUIREMENTS:

- *At least 8 characters, not similar to your username, not similar to your name, and contain at least 3 of the following character types:*
- *uppercase alphabetic*
- *lowercase alphabetic*
- *numeric*
- *special character*



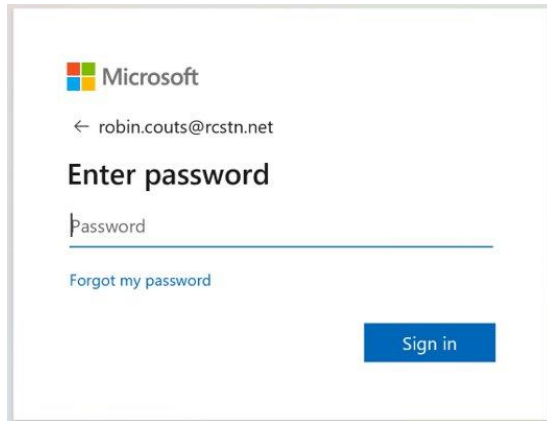
[This Photo](#) by Unknown Author is licensed under [CC BY-NC-ND](#)

***Call the Student Hotline if you need a
temporary password
615-382-4685***

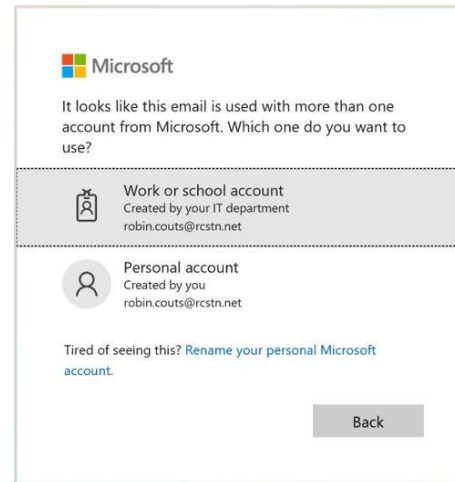


STEPS TO RESET YOUR PASSWORD

- Open a browser and go to portal.office.com.
- Login to Office 365 with your current password.



The screenshot shows the Microsoft login interface. At the top left is the Microsoft logo. Below it, the email address 'robin.couts@rcstn.net' is displayed with a back arrow. The text 'Enter password' is centered. Below this is a password input field with a blue underline and a cursor. To the left of the field is the text 'Password'. Below the field is a link that says 'Forgot my password'. At the bottom right is a blue 'Sign in' button.



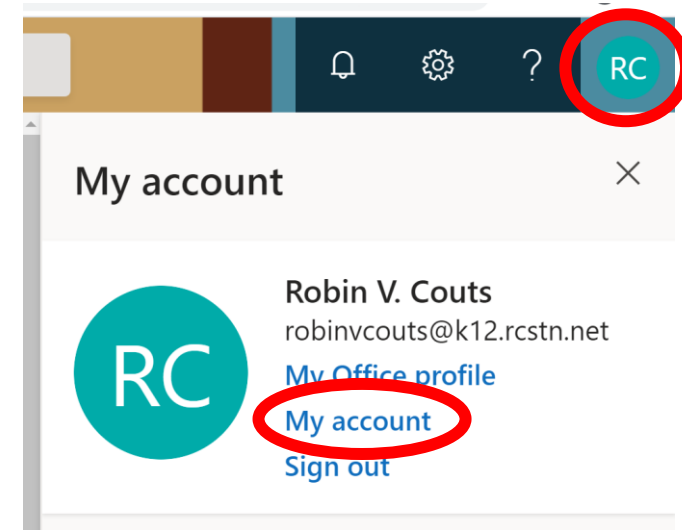
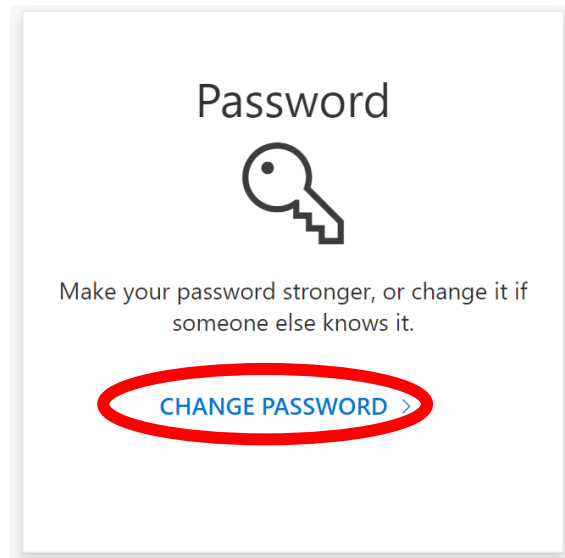
The screenshot shows a Microsoft account selection screen. At the top left is the Microsoft logo. Below it is the text: 'It looks like this email is used with more than one account from Microsoft. Which one do you want to use?'. Below this is a list of two account options, each with a circular icon on the left. The first option is 'Work or school account' with a briefcase icon, 'Created by your IT department', and the email 'robin.couts@rcstn.net'. The second option is 'Personal account' with a person icon, 'Created by you', and the email 'robin.couts@rcstn.net'. Below the list is a link that says 'Tired of seeing this? Rename your personal Microsoft account.'. At the bottom right is a grey 'Back' button.

- Don't know your password? Call the Student Hotline at **615-382-4685** for a temporary password.



STEPS TO RESET YOUR PASSWORD (cont.)

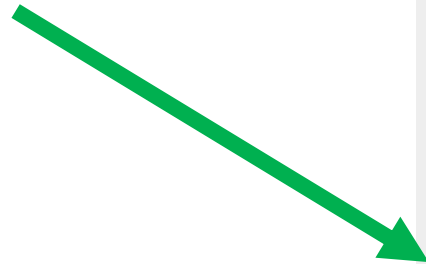
- Once logged in to Office 365, open your profile in the upper right of the Home screen.
- Choose My Account
- On the next screen, choose Change password



STEPS TO RESET YOUR PASSWORD (cont.)

- Follow the instructions on the next screen to enter your current password (the one you used to login to Office 365.)
- Create a new password using the Password Requirements listed earlier in these instructions.

- Choose Submit



change password

User ID
robinvcouts@k12.rcstn.net

Old password

Create new password

Confirm new password

Good Job!

