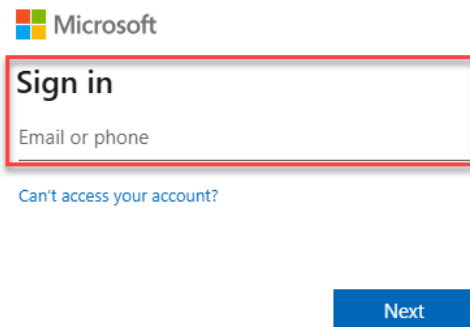
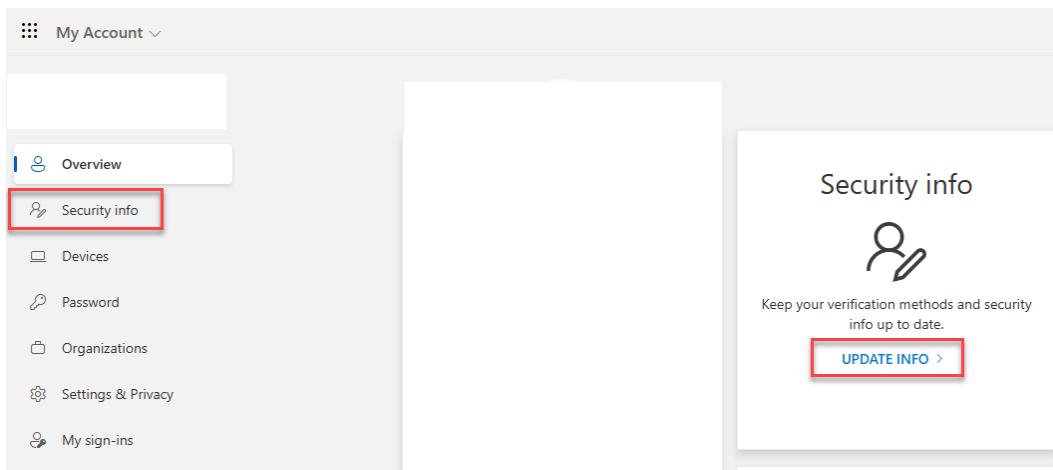


Microsoft Password Reset Tool – FCS Students

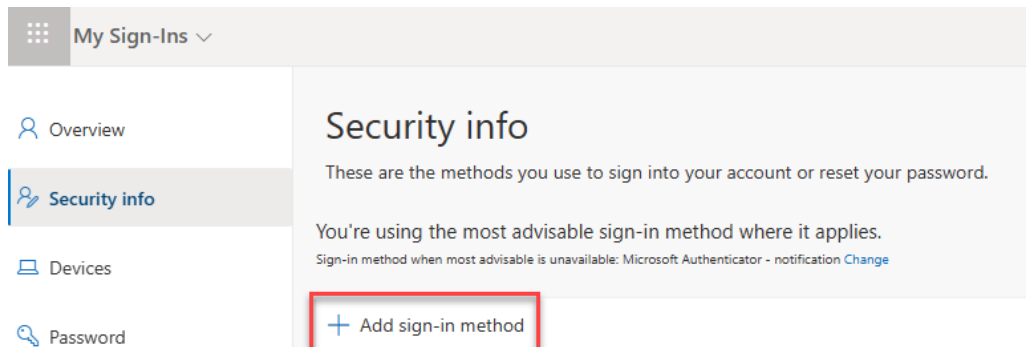
1. Using your computer, go to <https://myprofile.microsoft.com/> page.
2. Sign in using your FCS email address and password, i.e. studentid@fcstu.org



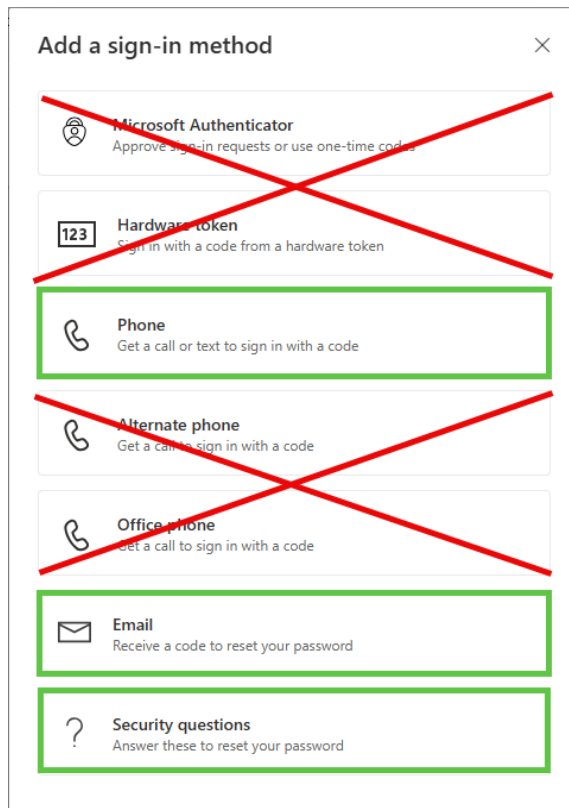
3. Select Security info from the left navigation pane or click the UPDATE link in the Security info box.



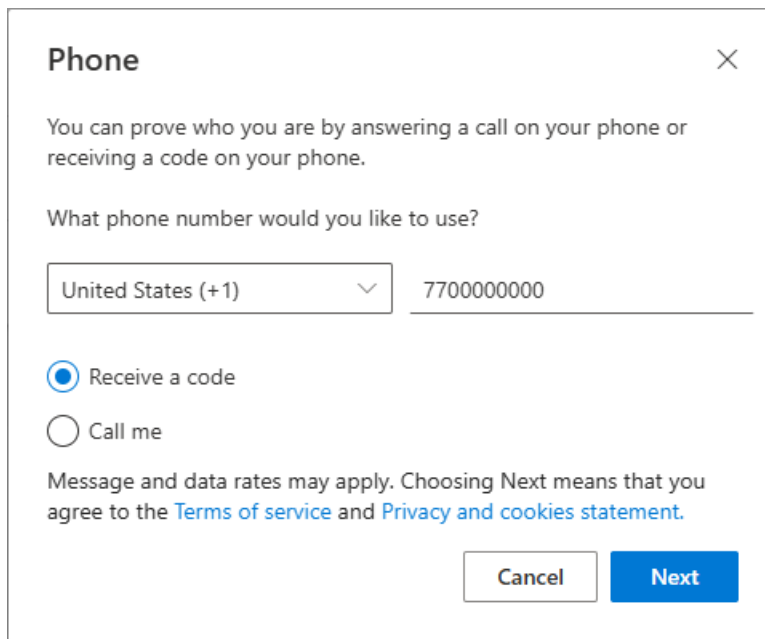
4. Select Add sign-in method located.



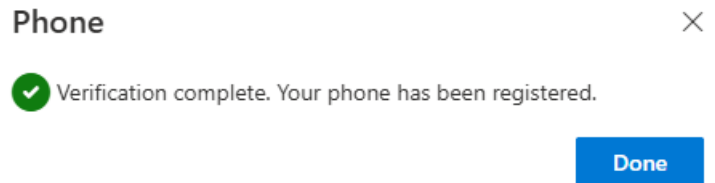
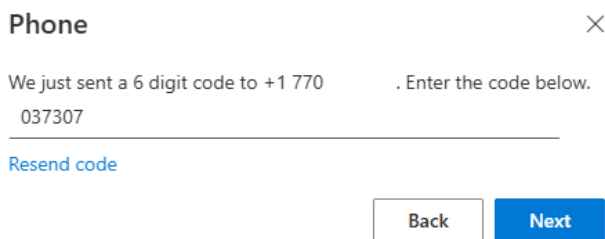
5. Select the phone, email and/or security questions option from the list.



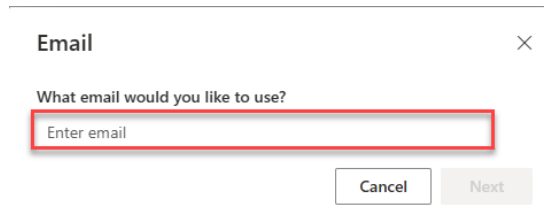
6. If you chose the phone option, enter your phone number, and click Next.



7. A code will be sent to the phone number entered for verification. Enter the code and click Next. You will get a popup when the phone number is saved successfully.

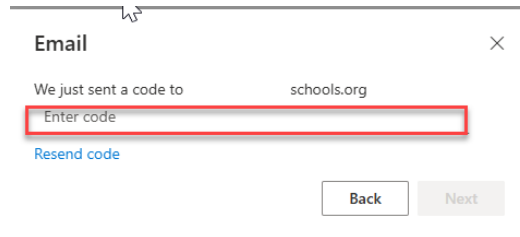


8. If you choose the email option, enter your alternate email, and click Next.



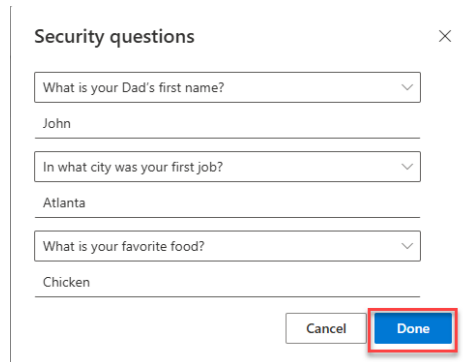
The screenshot shows a dialog box titled "Email" with a close button (X) in the top right corner. Below the title, it asks "What email would you like to use?". There is a text input field containing the placeholder text "Enter email", which is highlighted with a red rectangular border. Below the input field are two buttons: "Cancel" and "Next".

9. A code will be sent to the email address entered for verification. Enter the code and click Next.



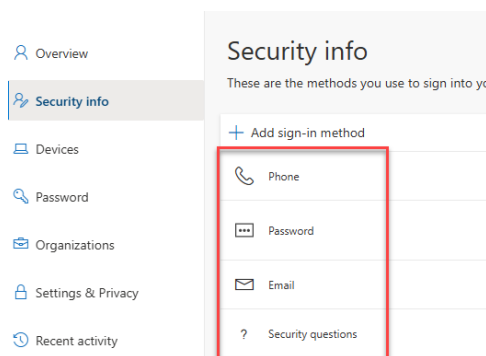
The screenshot shows a dialog box titled "Email" with a close button (X) in the top right corner. Below the title, it says "We just sent a code to" followed by the email address "schools.org". There is a text input field containing the placeholder text "Enter code", which is highlighted with a red rectangular border. Below the input field is a blue link labeled "Resend code". At the bottom right, there are two buttons: "Back" and "Next".

10. If you choose the security questions, select your questions, and enter the answers. Click Done when finished.



The screenshot shows a dialog box titled "Security questions" with a close button (X) in the top right corner. It contains three dropdown menus with their respective answers entered below them: "What is your Dad's first name?" with "John", "In what city was your first job?" with "Atlanta", and "What is your favorite food?" with "Chicken". At the bottom right, there are two buttons: "Cancel" and "Done", with "Done" highlighted by a red rectangular border.

11. The sign-in method(s) will be added to your list of options.



The screenshot shows a "Security info" page. On the left is a navigation menu with items: Overview, Security info (selected), Devices, Password, Organizations, Settings & Privacy, and Recent activity. The main content area is titled "Security info" and includes the text "These are the methods you use to sign into yo". Below this is a "+ Add sign-in method" button. A list of sign-in methods is shown, with a red rectangular border highlighting the "Phone", "Password", "Email", and "Security questions" options.