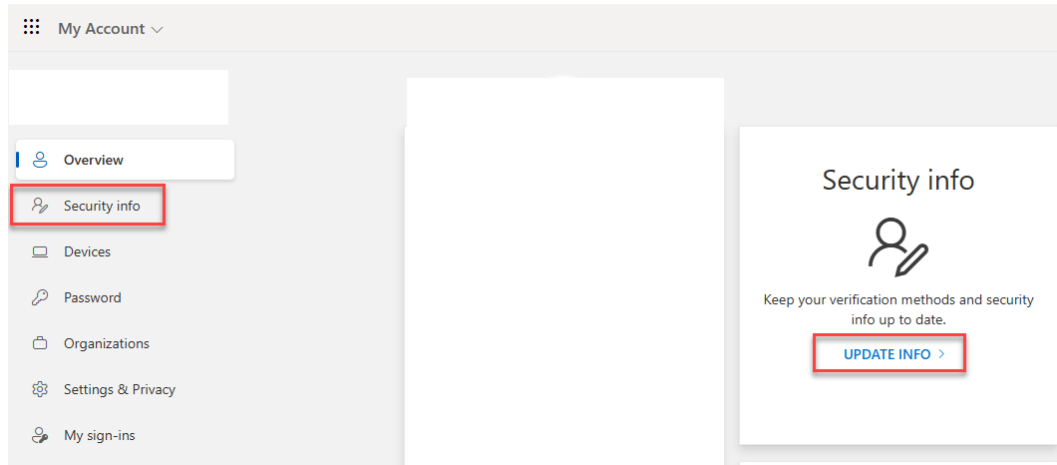
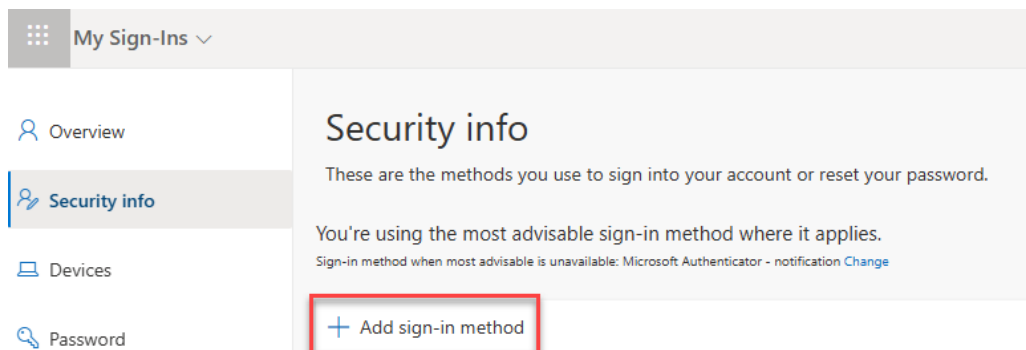


Microsoft Password Reset Tool

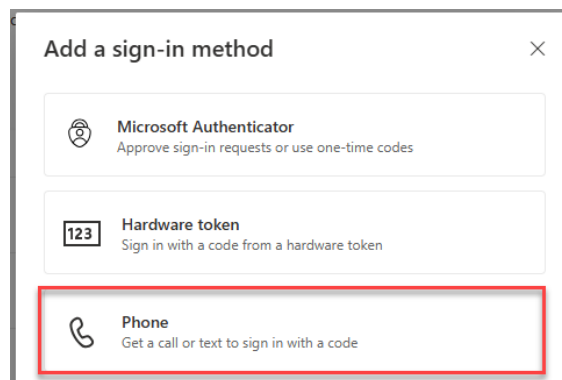
1. Using your computer, go to <https://myprofile.microsoft.com/> page.
2. Sign in using your FCS credentials.
3. Select Security info from the left navigation pane or click the UPDATE link in the Security info box.



4. Select Add sign-in method located.



5. Select the phone option from the list.



6. Enter your phone number and whether you want to receive a code (via text) or a call with the code. Click Next.

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1) 7700000000

Receive a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Cancel 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.

Phone

We just sent a 6 digit code to +1 770 037307. Enter the code below.

Resend code

Back Next

Phone

Verification complete. Your phone has been registered.

Done

8. The sign-in method will be added to your list of options.

My Sign-Ins

- Overview
- Security info**
- Devices
- Password
- Organizations
- Settings & Privacy
- Recent activity

Security info

These are the methods you use to sign into your account.

You're using the most advisable sign-in method when most advisable is unavailable: Microsoft Authenticator

+ Add sign-in method

- Phone
- Password
- Microsoft Authenticator
Push multi-factor authentication (MFA)

9. You can add additional sign-in methods, i.e. email for additional password reset options.