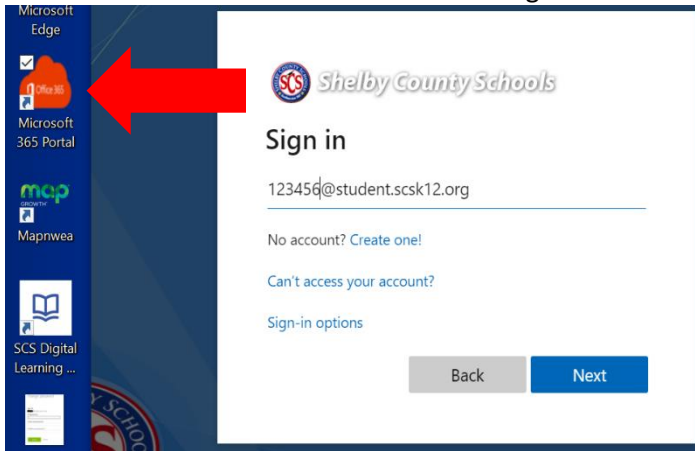
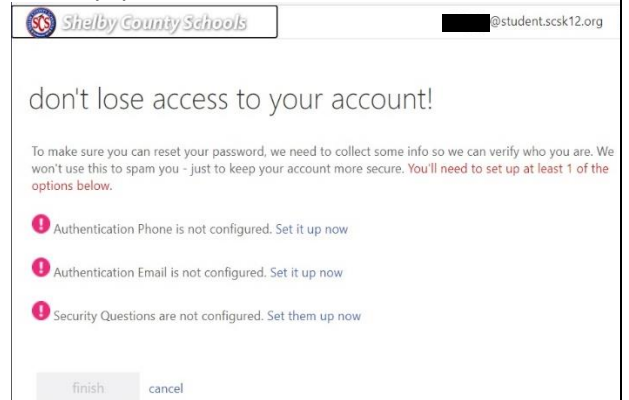


## Password Reset

1. Double click the Microsoft 365 Portal and Sign in.

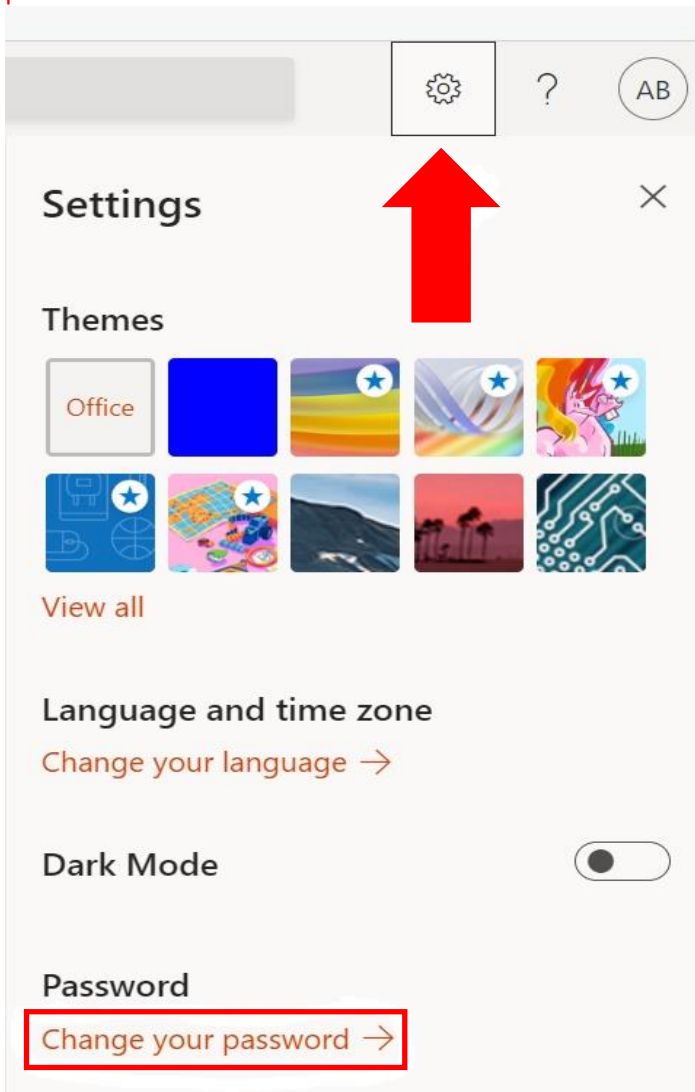


2. If you have not established a verification method, you should be prompted to either provide your phone number, personal email address, or security questions.



Check your mobile device or email address to obtain your verification and enter the information provided. Answer your security question if that is your only option.

3. Click the Gear icon on the upper right, then **Change your password**.



4. Enter the **old and new** password. The password must have at least 8 characters, 1 capital letter, and 1 number. It is recommended to avoid using any variation of "password" for security reasons. You should be prompted to sign in using your new password.

### change password

User ID

████████@student.scsk12.org

Old password

Create new password

Confirm new password

submit

cancel