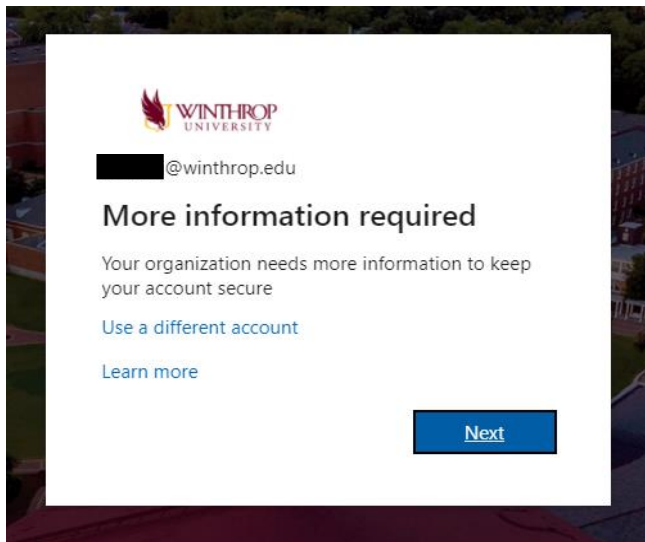
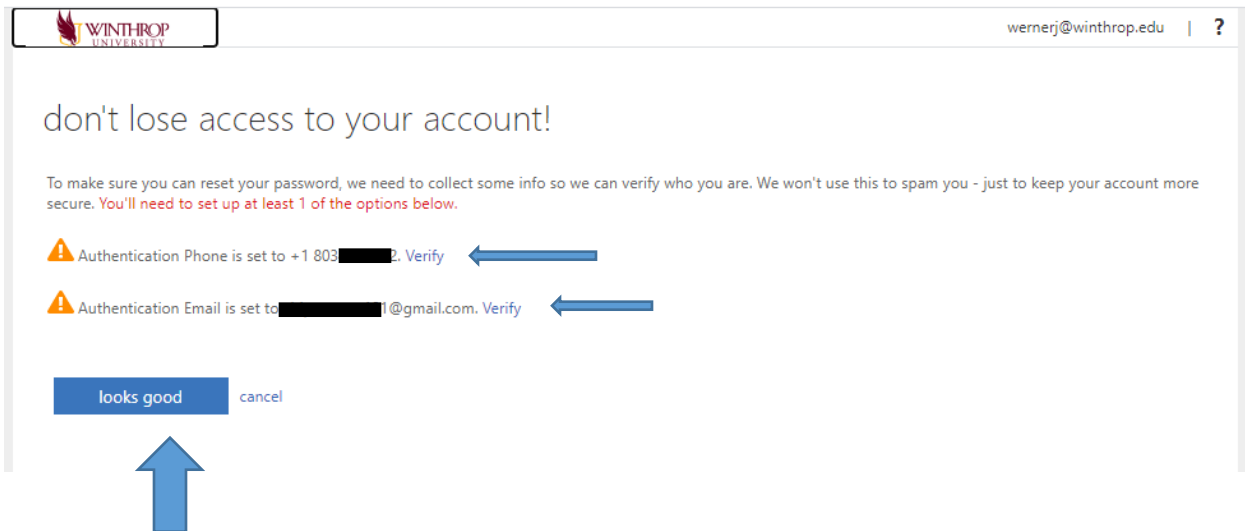


# Setting Up Self-Service Password Reset

1. The first time you log into a Microsoft-authenticated application, you will receive the following message box.



2. You will be prompted to verify your authentication phone number and email information. If the information is correct, click on "looks good". Otherwise click on the Verify link to edit your information.



3. If you ever need to reset your password, click on the “Forgot my password” link on the bottom of the login window.

