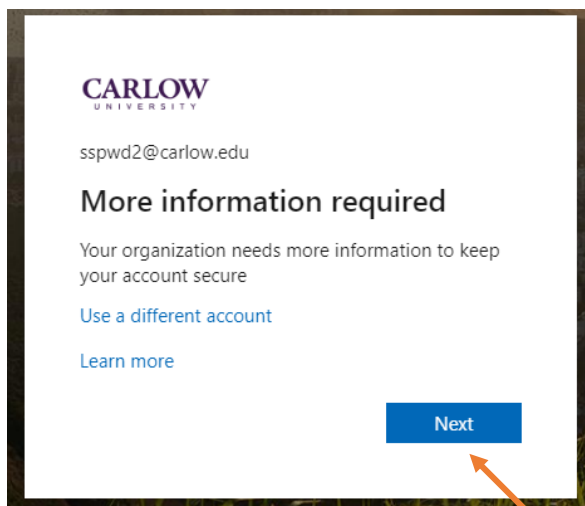


User Steps to Configure Password Self-Service

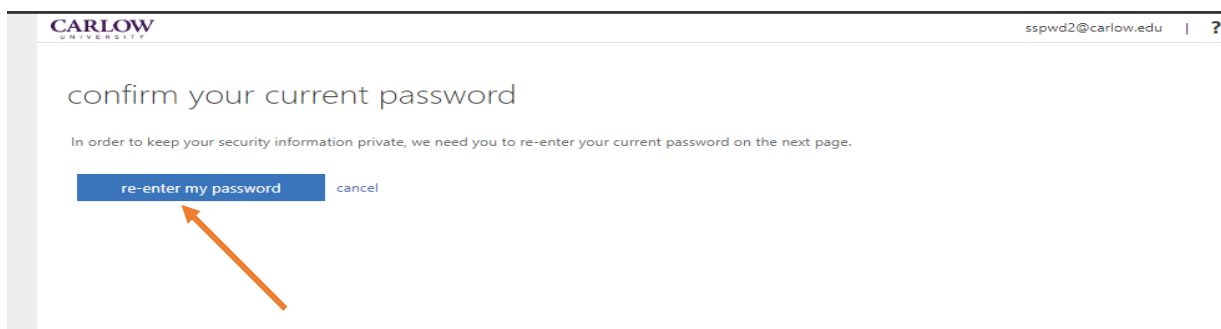
STARTING ON JUNE 1, 2020 AND THEREAFTER, FOLLOW THE INSTRUCTIONS BELOW:

On June 1, upon login/sign-on, the following prompt will automatically appear and you will be required to complete this configuration to be able to access your email account.

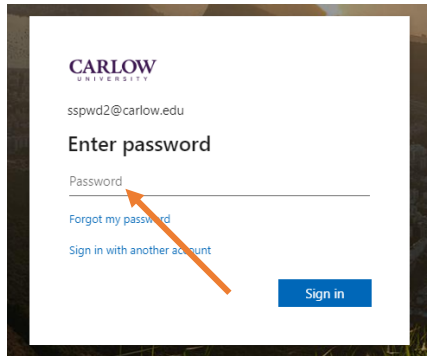
Click "**Next.**"



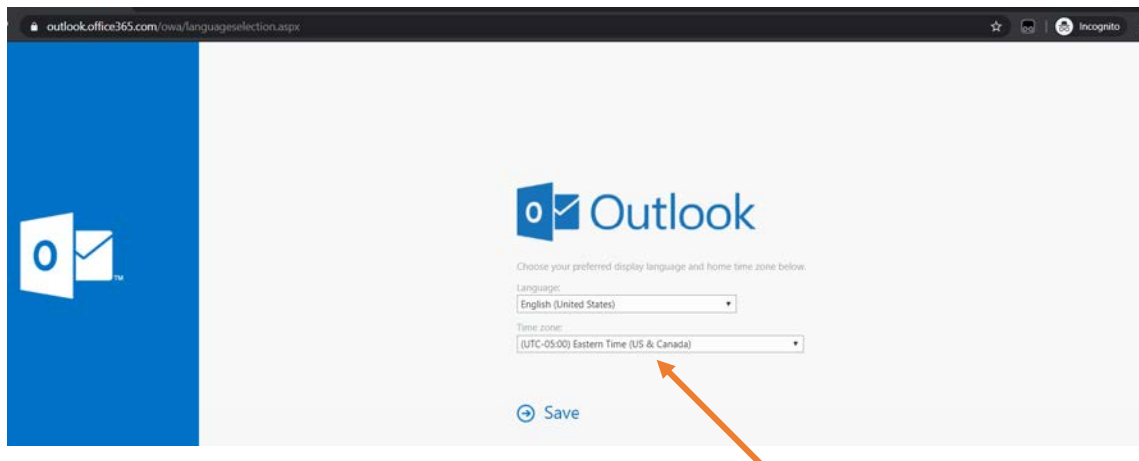
You will then be asked to "**re-enter my password.**"



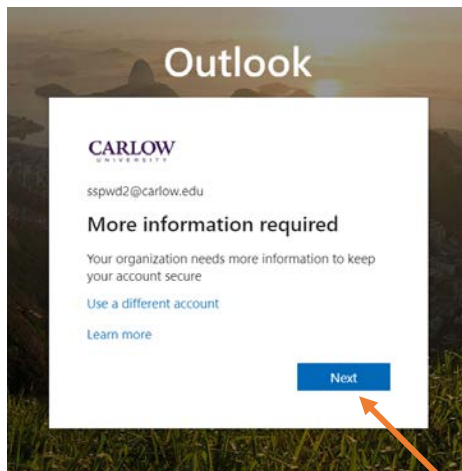
Re-enter your password.



After you log in you **MAY** be directed to set your time zone. It is important to select ***“UTC -5 Eastern Standard Time.”***



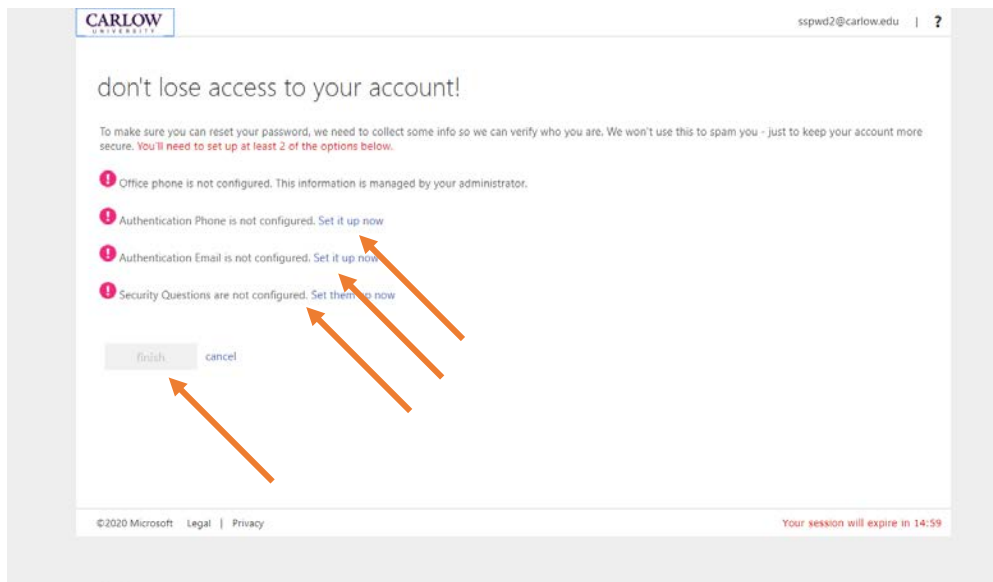
After you click next you will be notified of the requirement for more information. Click ***“next.”***



You will need to provide information that you can use to verify your identity to reset your own password.

- **Authentication Phone** – Should be a mobile.
- **Authentication Email** – Should be a personal email account
- **Security Questions** – Standard

Then click **“Finish.”**



At this point, you are ready to re-set your password through **Password Self-Service**.

PLEASE NOTE:

If you need to re-set your password use the following URL:

<https://passwordreset.microsoftonline.com/>

Password Complexity Requirements include the following:

1. **Must be 8-16 characters**
2. **Must have 3 of the 4 of the following options: Upper case letters, lower case letters, numbers, or special characters.**
3. **Password changes every 180 days.**
4. **Your past 24 passwords are remembered.**