



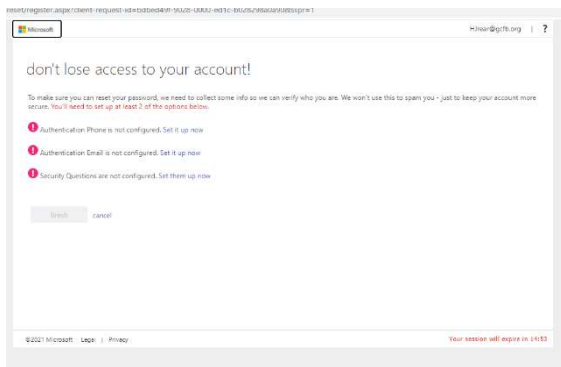
# Information Technology Self-Service Password Reset



You no longer need to be onsite to reset your network/Microsoft 365 password or unlock your account.

Microsoft 365 offers the ability to reset your network password (which is also your Microsoft 365 account password) via any browser, on any connected device, at any time. Be sure to complete your enrollment to be able to utilize this service.

## Enrolling in Microsoft Self Service Password Reset



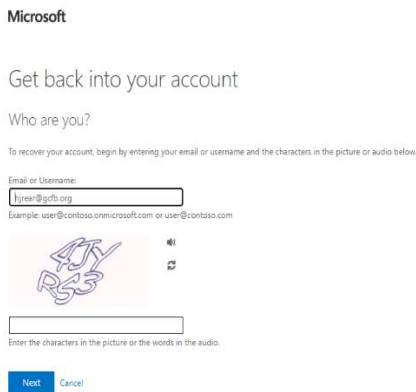
To make sure you are set up for self-service password reset, go to <https://aka.ms/ssprsetup>

You will need to set up (3) verification options:

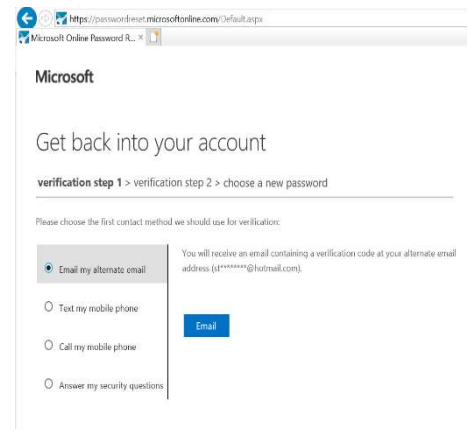
1. Authentication Phone (your cell phone)
2. Authentication Email (an account on your phone)
3. Security Questions (pick 3 of 20 and provide answers)

## Using Self Service Password Reset

If your password has already expired, or you're locked out, browse to <https://aka.ms/sspr> on any device.



Enter your Gleaners login ID (your @gcfb.org email address) and the CAPTCHA information. You will then be asked to complete two verification steps. Once you are verified, you may change the password.



To change your password before it expires, or to update your security information, browse to <https://myaccount.microsoft.com>

