Instructions for setting up Self-service Password Reset

- 1. Visit: aka.ms/setupsecurityinfo
- 2. If prompted, please enter your username followed by @surrey.ac.uk and your password. Otherwise, please go straight to step 3.
- 3. Please set up at least two additional methods for resetting your password (e.g. an access code sent to your phone (it will come from Microsoft), an alternative email address or you can create security questions). Please ensure you have set up <u>Microsoft MFA</u> first.

Click on '+ Add method' and choose an additional method from the dropdown menu e.g. security questions.

Click 'Add'.

My Sign-ins 🗠				
 Q Overview R_P Security info Organisations Devices 	Security info These are the methods you use to Default sign-in method: Microsof	sign in to your account or reset your password. t Authenticator – notification Change		
A Privacy	Add method Phone Microsoft Authenticator Email	-44 0 0 iPhone UserName@surrey.ac.uk	Change	Delete Delete Delete
		Add a method Which method would you like to add? Security questions Cancel	Add	

4. Choose 5 security questions from the drop-down boxes and choose answers that you will remember. Please note the answers are case sensitive.

Click 'Done'

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Q Overview Security info	Security info	sion in to your account or reset your password.		
Organisations	Default sign-in method: Microsof	t Authenticator – notification Change		
Devices Privacy	+ Add method	Security questions		2.12
	Phone Microsoft Authenticator	What was the make and model of your first car or moto \vee	ge	Delete
	Email	Memorable date	ge	Delete
		01/01/2020 What is your favorite colour		
		Blue		
		What is your favourite food? SPAM		
		What is your favorite place \sim Surrey		
		Cancel Done	Ê.	

5. Your screen will now show this additional method has been added.

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A Overview	Security info				
₽ Security info	These are the methods you use to sign in to your account or reset your password.				
Organisations	Default sign-in method: Microsoft Auth	enticator – notification Change			
💻 Devices	+ Add method				
A Privacy	& Phone	+44 0 0	Change	Delete	
	Microsoft Authenticator	iPhone		Delete	
	Email	UserName@surrey.ac.uk	Change	Delete	
	? Security questions			Delete	

6. Please set up another method such as a personal email address. Click on '+ Add method' and choose your second additional method e.g. Email.

Click 'Add'.

My Sign-ins $ imes $				
8 Overview 8 Security info	Security info	in in to your account or reset your password.		
Organisations	Default sign-in method: Microsoft A	Authenticator – notification Change		
🖵 Devices	+ Add method			
A Privacy	S Phone	+44.01	Change	Delete
	Microsoft Authenticator	iPhone		Delete
		Add a method Which method would you like to add? Email	Cancel Add	

7. Enter a personal email address and click 'Next'.

My Sign-ins $ imes $					
Q Overview	Security info				
 Organisations 	These are the methods you use to sign in to your account or reset your password. Default sign-in method: Microsoft Authenticator – notification Change + Add method				
🖵 Devices					
A Privacy	S Phone	+44 07 0	Change	Delete	
	Microsoft Authenticator	iPhone		Delete	
		Email What email address would you like to use? email-jaddress@example.com Cancel	Next		

8. A verification code will be sent to your personal email address.

Verify your email address				
Thanks for verifying your	email-address@example.com	account!		
Your code is: 896434				
Yours sincerely, University of Surrey				
This message was sent from an unmo this message.	onitored email address. Please do not reply to			

9. Please enter the code into the box on your screen as shown below and click 'Next'.

My Sign-ins $ imes $				
Q Overview A Security info	Security info	n in to your account or reset your password.		
Organisations	Default sign-in method: Microsoft A	uthenticator – notification Change		
💻 Devices	+ Add method			
A Privacy	S Phone	+44 07 0	Change	Delete
	Microsoft Authenticator	iPhone		Delete
		Email We just sent a code to email-jaddress@example.co 89 5 Resend code Back	om : Next	

10. You have now set up self-service password reset. The security information you have entered will not be accessible by IT Services or Microsoft. You will now be able to change or reset your password at any time, both on or off campus by visiting: passwordreset.microsoftonline.com.