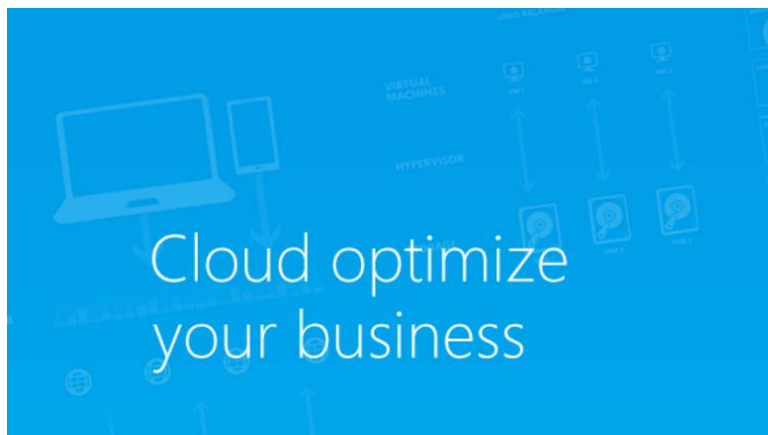


# Baruch COLLEGE Computing & Technology Help Desk

## Updating Information on Self-Service Password Reset for Office 365

If there has been a change to the information configured to be able to reset your Office 365 password, you must update it to reflect the most recent information.

**Step 1:** Go to <http://aka.ms/ssprsetup> and type in your Baruchmail address and click continue.

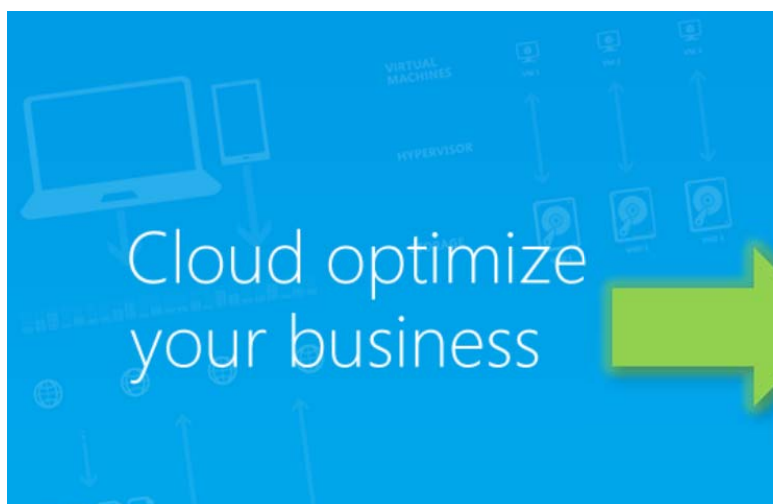


Microsoft Azure

Type the email address of the account you want to sign in with.

Continue

**Step 2:** Select “Work or school account”.



Microsoft Azure

It looks like john.smith@baruchmail.cuny.edu is used with more than one account. Which account do you want to use?



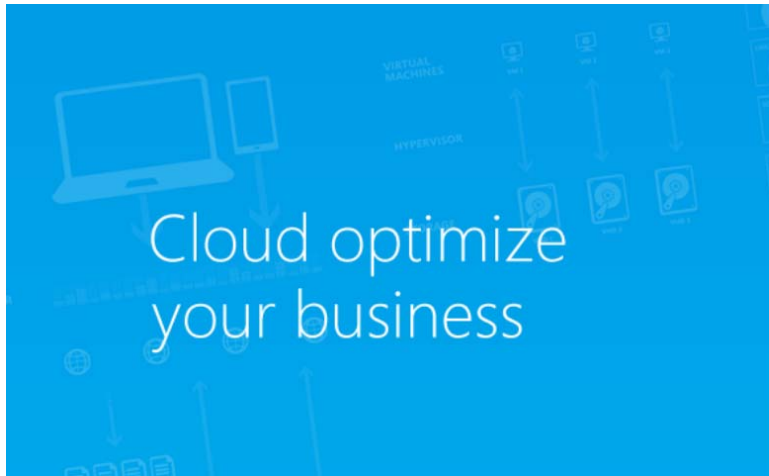
Work or school account  
Assigned by your work or school



Microsoft account  
Personal account

Cancel

**Step 3:** Enter your password and click sign in.



Microsoft Azure

Sign in with your work or school account

john.smith@baruchmail.cuny.edu

Password

Keep me signed in

Sign in Cancel

Can't access your account?

**Step 4:** To update your information click on Profile and select Register for Password Reset.

A user profile page for "JOHN.SMITH". The page has a light grey header with "appli" on the left and "profile" on the right, with a green arrow pointing from "appli" to "profile". The main content area is split into two columns. The left column has a blue background and contains a user icon, the name "JOHN.SMITH", and a table of user details. The right column has a grey background and contains two buttons: "Change password" (with a key icon) and "Register for Password Reset" (with a padlock icon). A green arrow points from the right towards the "Register for Password Reset" button.

USER ID	PHONE
JOHN.SMITH@baruchmail.cuny.edu	N/A
ALTERNATE EMAIL	MOBILE PHONE
N/A	N/A
DEPARTMENT	OFFICE
N/A	N/A

**Step 5:** To update the current configured information click on change.

Microsoft Azure



don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **Your admin requires you to set up at least 1 of the options below.**

- Authentication Phone is not configured. [Set it up now](#)
- Authentication Email is set to js123456@gmail.com . [Change](#)
- 3 Security Questions are configured. [Change](#)

finish

cancel

**Step 6:** Once you have updated your information click finish.

*If you have any problems, please do not hesitate to contact the [Baruch College Computing & Technology Help Desk](#) for assistance.*