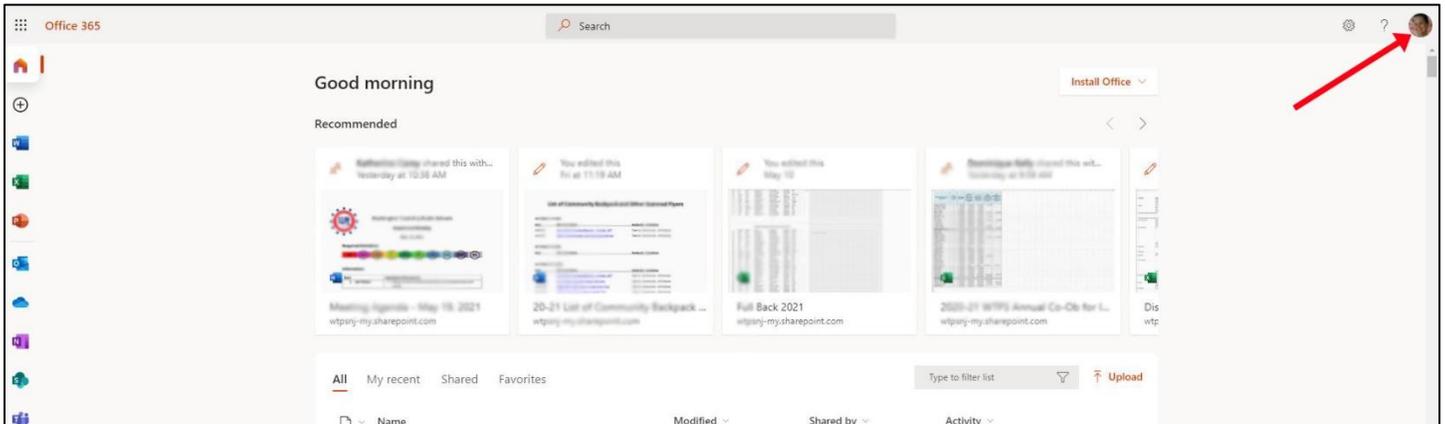


# HOW TO SETUP ACCOUNT RESET INFORMATION IN OFFICE 365

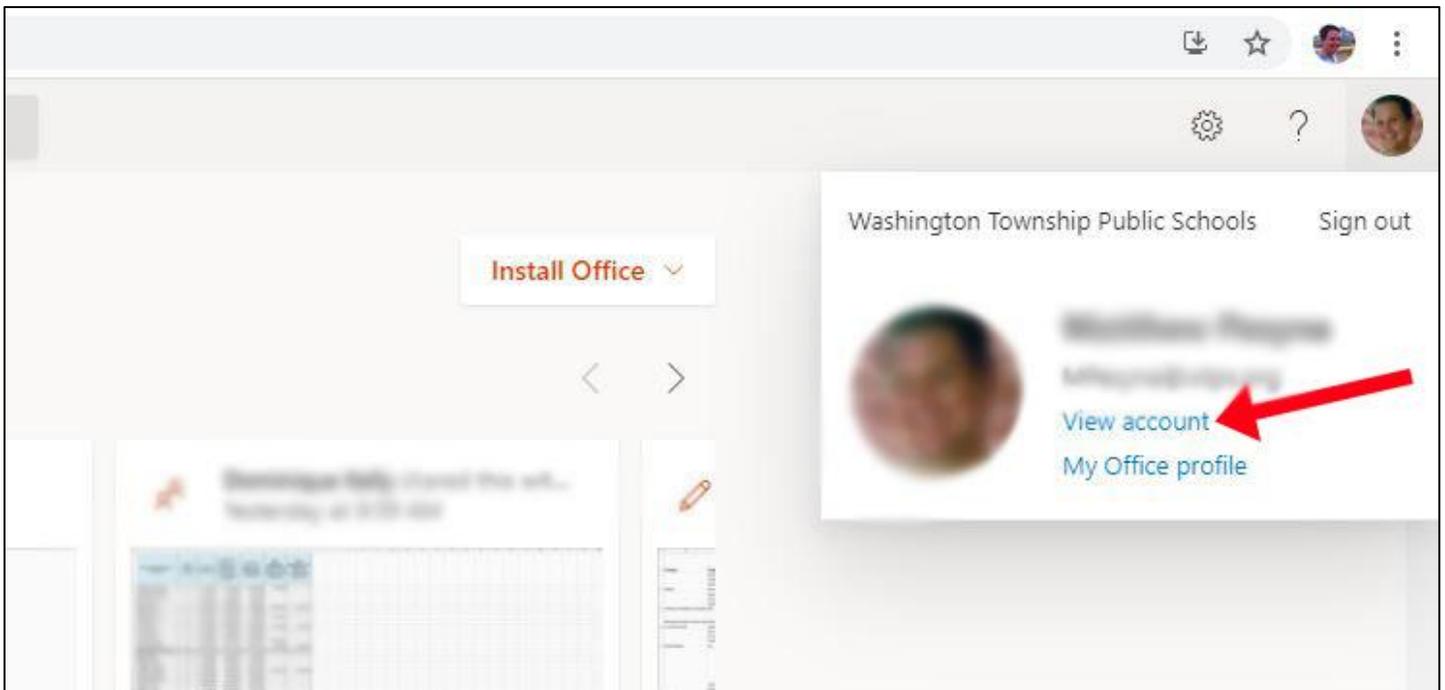
Washington Township Public Schools employees have the ability to set up account reset information while using the Microsoft Office 365 online program. By using this security function, users can have a password reset text or email sent to them if they forget their password. **This will eliminate the need to contact the IT Department.**

Below are directions on how to create this security backup.

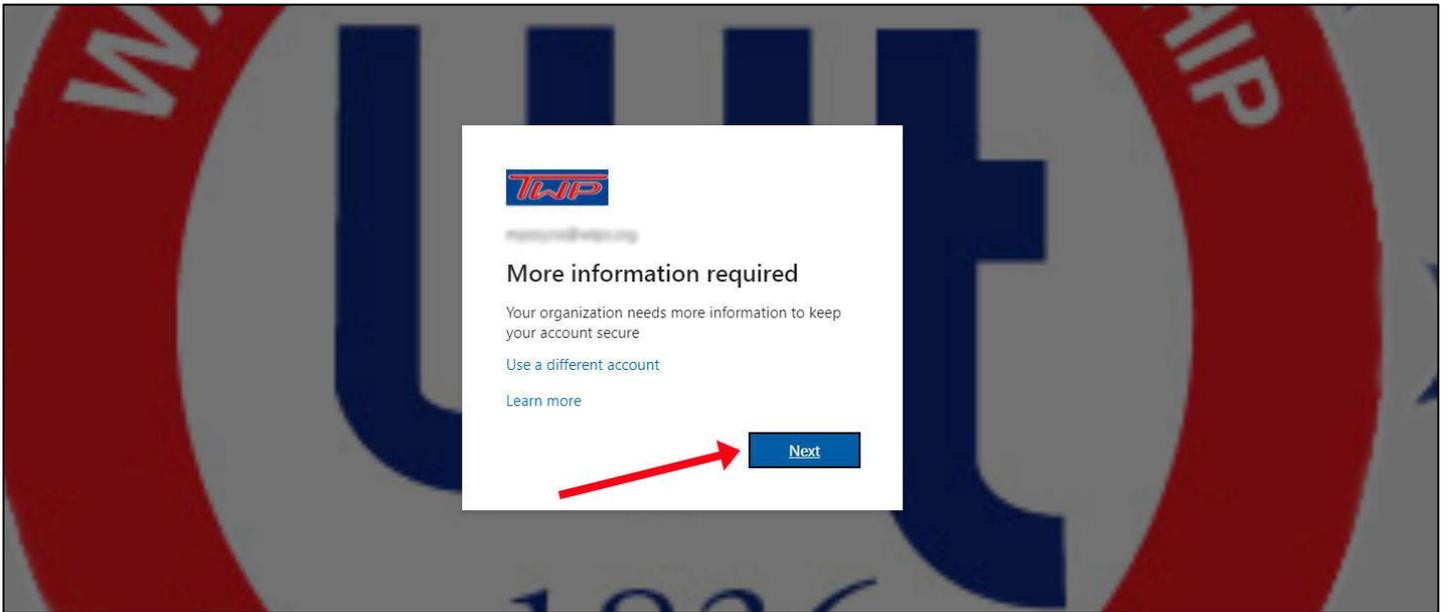
Step 1: Log into your Office 365 account and click on your personal avatar in the top-right corner of the screen:



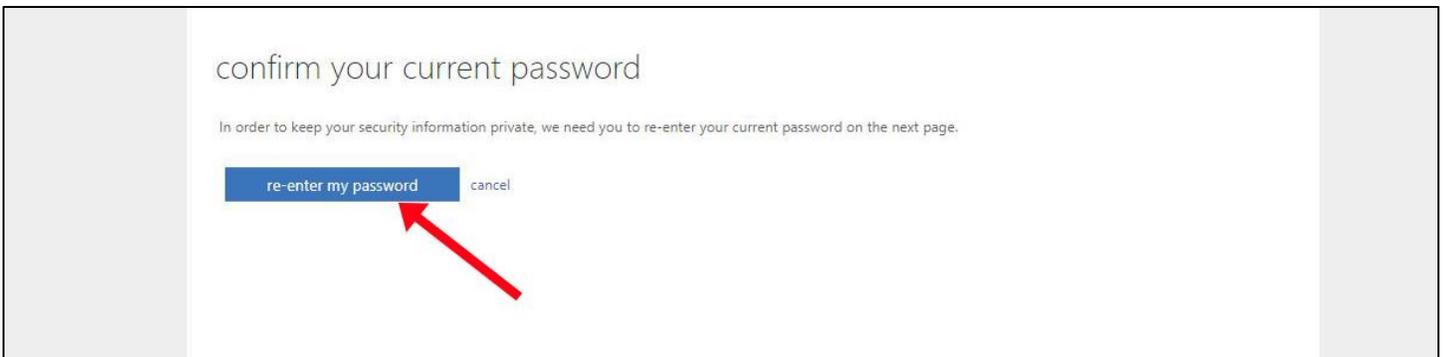
Step 2: When the pop-out menu appears, click on "View account":



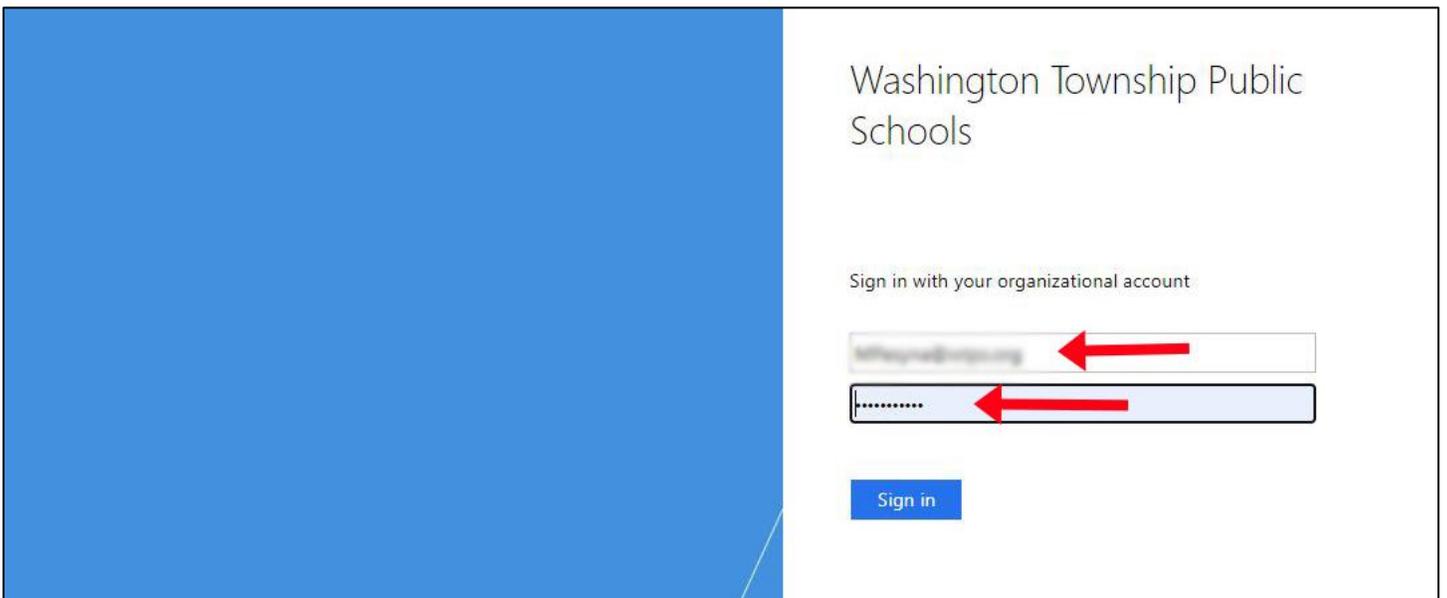
Step 3: If prompted, provide the additional information requested by Office 365 by clicking the Next button:



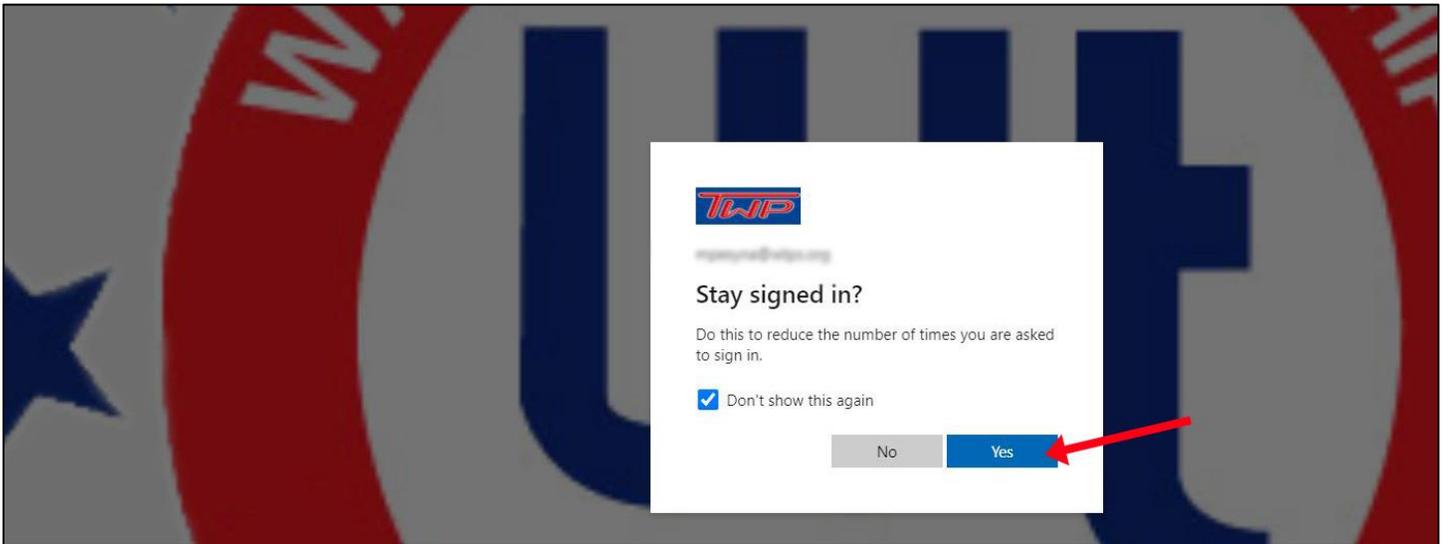
Step 4: Click in the “re-enter my password” button to continue the security process:



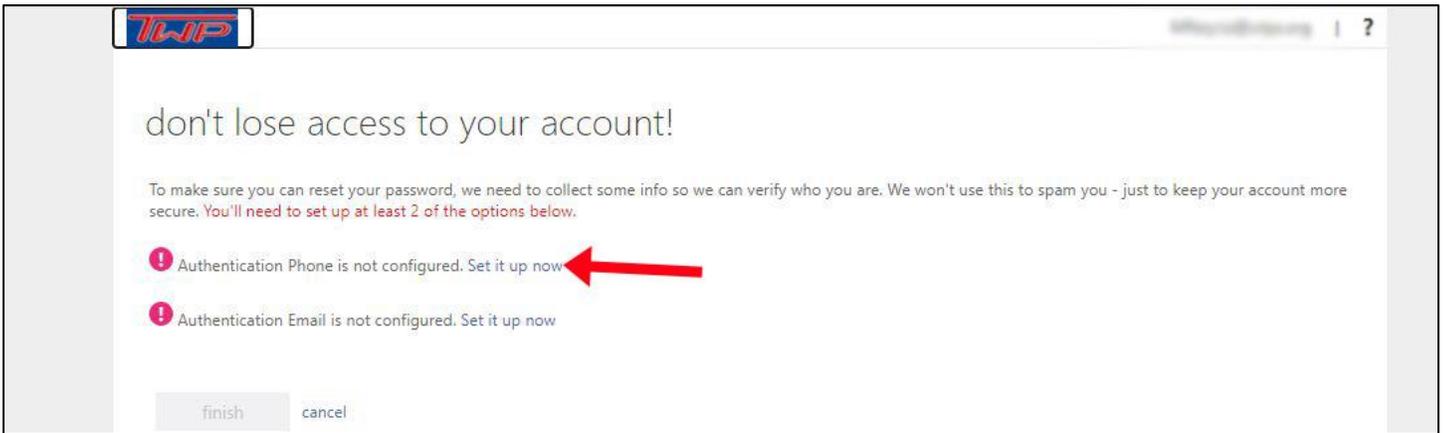
Step 5: Enter your username (email) and password and click the Sign in button:



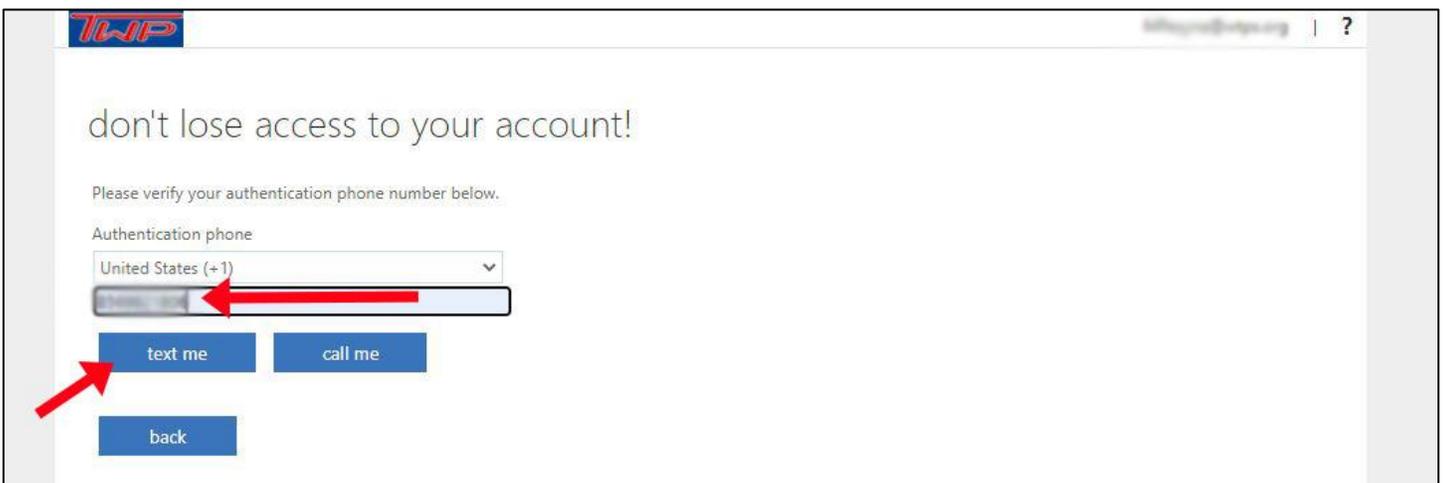
Step 6: On your personal device, click Yes to reduce the number of times you're asked to sign in:



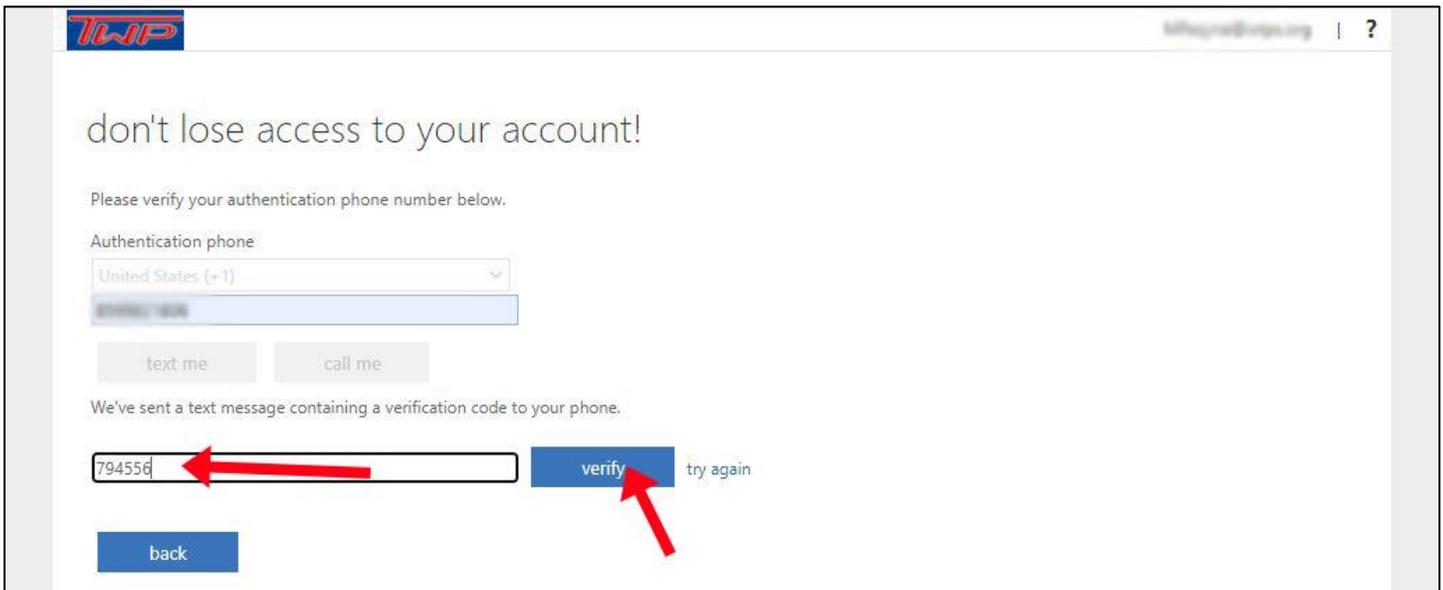
Step 7: Begin the security reset process by clicking the "Set it up now" link for your authentication phone:



Step 8: Enter your cell phone number and request a confirmation text or call by clicking the appropriate button:

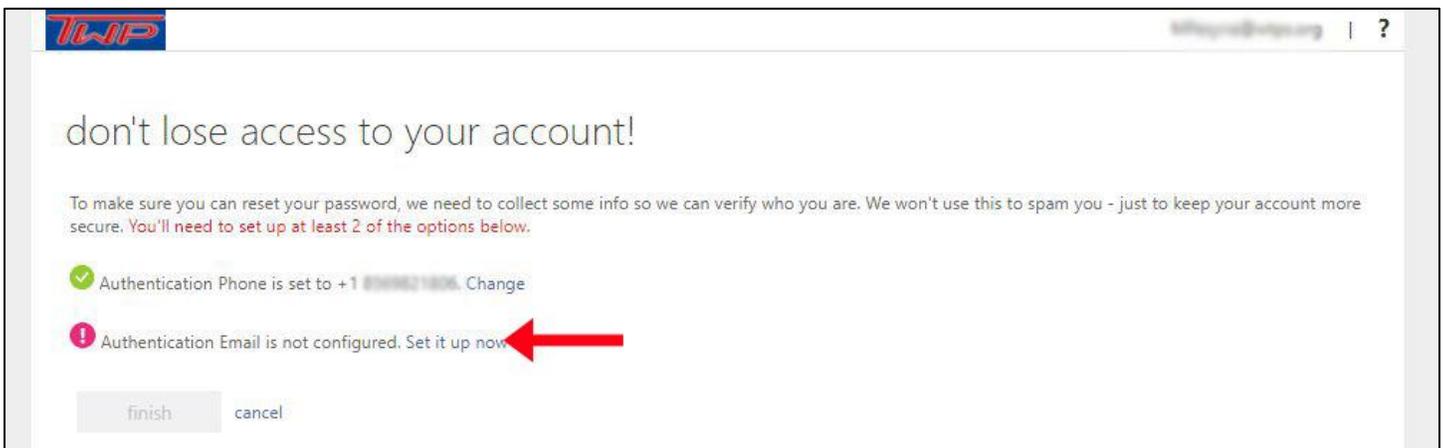


Step 9: Enter the verification code provided via the authentication text or call and click the “Verify” button:



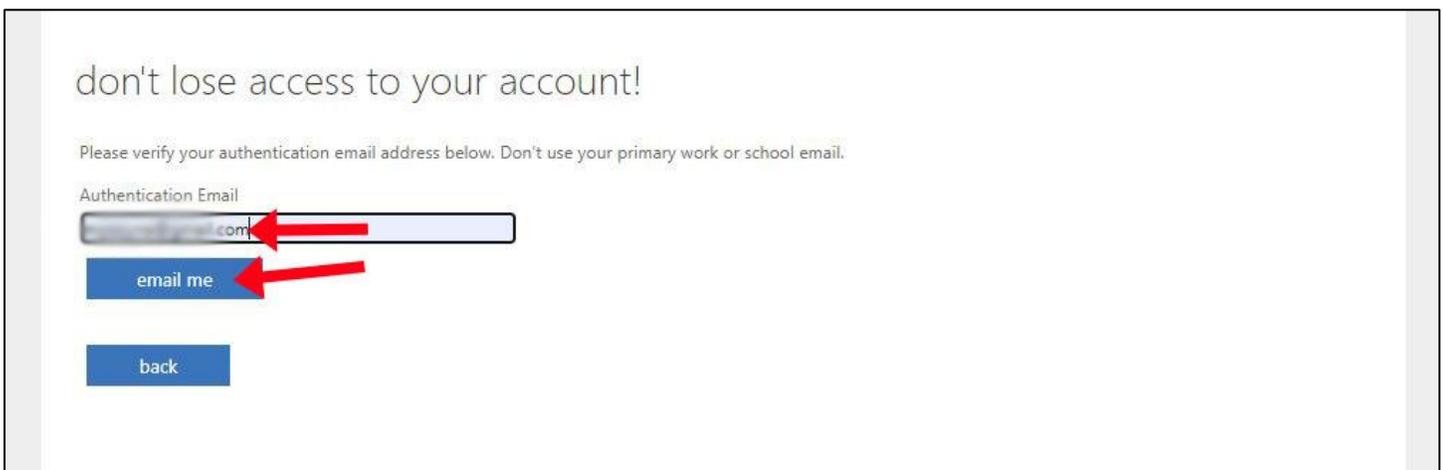
The screenshot shows the TWP website interface for verifying an authentication phone number. At the top left is the TWP logo, and at the top right is the URL 'http://twp.org' followed by a question mark icon. The main heading is 'don't lose access to your account!'. Below this, the text reads 'Please verify your authentication phone number below.' There is a section for 'Authentication phone' with a dropdown menu set to 'United States (+1)' and a text input field containing a masked phone number. Below the input field are two buttons: 'text me' and 'call me'. A message states 'We've sent a text message containing a verification code to your phone.' Below this is a text input field containing the code '794556', a blue 'verify' button, and a 'try again' link. A red arrow points from the 'verify' button to the code input field. At the bottom left is a blue 'back' button.

Step 10: You now will see a green check mark next to your Authentication Phone. Next, you want to set up an Authentication email. Click on the link for “Set it up now”:



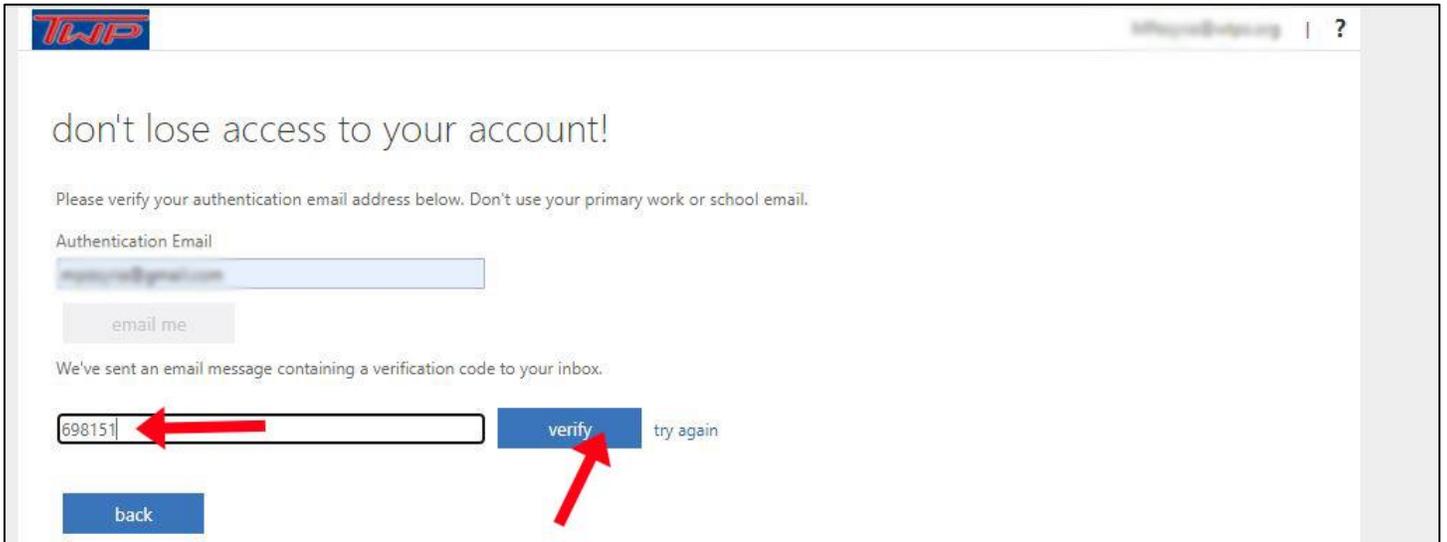
The screenshot shows the TWP website interface for account setup. At the top left is the TWP logo, and at the top right is the URL 'http://twp.org' followed by a question mark icon. The main heading is 'don't lose access to your account!'. Below this, the text reads 'To make sure you can reset your password, 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. You'll need to set up at least 2 of the options below.' There are two status items: a green checkmark icon followed by 'Authentication Phone is set to +1 800-821-1806. Change' and a red exclamation mark icon followed by 'Authentication Email is not configured. Set it up now'. A red arrow points to the 'Set it up now' link. At the bottom are two buttons: 'finish' and 'cancel'.

Step 11: Enter a personal email address as your Authentication Email and click on the “email me” button:

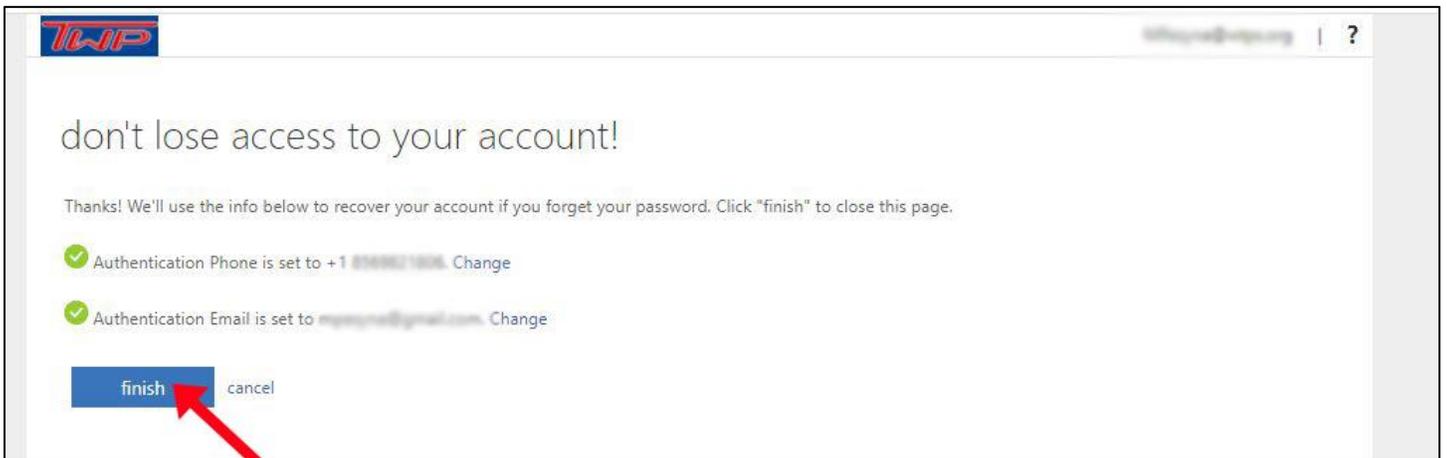


The screenshot shows the TWP website interface for verifying an authentication email address. At the top left is the TWP logo, and at the top right is the URL 'http://twp.org' followed by a question mark icon. The main heading is 'don't lose access to your account!'. Below this, the text reads 'Please verify your authentication email address below. Don't use your primary work or school email.' There is a section for 'Authentication Email' with a text input field containing a masked email address. Below the input field is a blue 'email me' button. At the bottom left is a blue 'back' button. Two red arrows point to the 'email me' button and the email input field.

Step 12: Enter the verification code sent to your Authentication Email address and click the “verify” button:



Step 13: A green check mark will appear next to your Authentication Email. Click finish to complete the account reset security process:



If you need to change your Authentication Phone or Authentication Email at any time, click on the “Update Info” link under “Security info” on your Account Settings home page:

