


Student Password Reset Instructions

If you have forgotten your District password, complete the following instructions:

1. To reset your password go to <https://passwordreset.microsoftonline.com> using a computer in the library, your phone or any available computer that you have been given permission to use for this purpose.
2. Enter your email address
3. Enter the CAPTCHA letters as shown on your screen. Be sure to look carefully and pay attention to upper/lowercase.
 - If you cannot read the CAPTCHA, click  to generate a new CAPTCHA.
4. Click Next when you have entered the CAPTCHA.
5. On the next screen, choose "I forgot my password" and click Next
6. You will then be presented with three of the security questions you previously set up.
7. Answer the 3 questions correctly and click Next
8. If you have entered the answers correctly you will be presented the option to reset your password.

Your **new** password must contain:

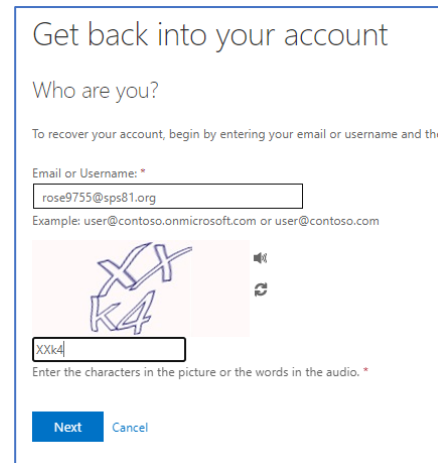
- At least 10 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number and/or special character.

9. Click Finish.

Your password has now been updated.

DO NOT write your password down or put it anywhere that is visible. Do not share your password with anyone. Ever!!

It may take about 5 minutes for you to be able to log on to your district laptop with this new password.



Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the

Email or Username: *

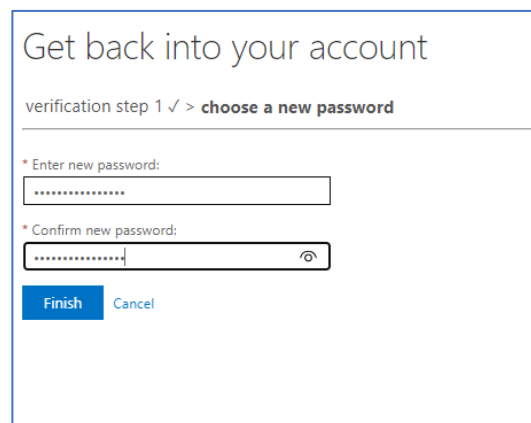
rose9755@sps81.org

Example: user@contoso.onmicrosoft.com or user@contoso.com

XXk4

Enter the characters in the picture or the words in the audio. *

Next Cancel



Get back into your account

verification step 1 ✓ > choose a new password

* Enter new password:

.....

* Confirm new password:

.....

Finish Cancel