

# Password Set-Up Process

1

Visit: <https://aka.ms/ssprsetup>

Use an email  
you **KNOW** the  
password to!

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. **You'll need to set up at least 1 of the options below.**

✓ Office phone is set to 2104070000. This information is managed by your administrator.

❌ Authentication Phone is not configured. Set it up now

❌ Authentication Email is not configured. Set it up now

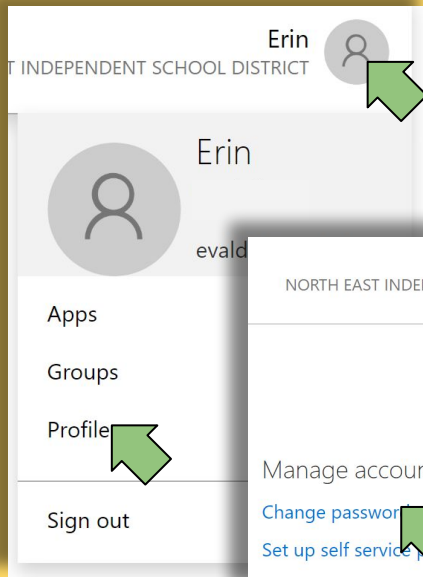
❌ Security Questions are not configured. Set them up now

looks good

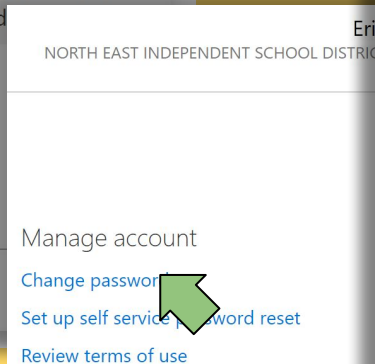
cancel

Verify your current password  
Then select the option to fill  
out security questions.

2

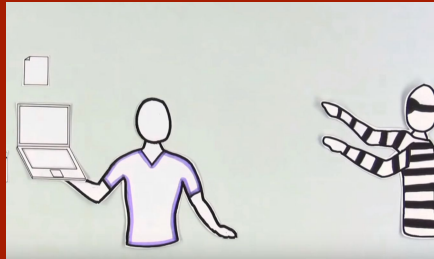


change password



PW Needs:

- 8 characters
- 1 uppercase
- 1 lowercase
- Number or special character



Strong passwords  
mean safer accounts

3

You're Done!  
Celebrate by using your  
**NEW** password & not  
sharing with anyone!