



## PASSWORD SELF-SERVICE

School provides the following options to make it easy for you to change or reset your password.  
In this section:

### MICROSOFT OFFICE 365

#### Setup Your Account for Password Self-Service

The first time you log into Microsoft Office 365, you will be prompted to set up your account security. Once this is complete, you will be able to reset your password with a two-step verification process.

- Log in to your Office 365 account here: <https://www.office.com>
- Select Next at the More information required prompt.
- Provide alternative email address for recovery.
- Select the Set it up now link next to Security Questions, answer 5 security questions and click the save answers button.
- When a green check mark shows on both options, select Finish.



### CHANGE YOUR PASSWORD VIA OFFICE 365

- Log in to your Office 365 account here: <https://www.office.com>
- Select the gear icon  in the upper-right corner and select Change your password.
- Enter your current password in the old password field.
- Enter your new password in the Create new password and confirm new password fields.
- Select submit. Once changed, the new password will become effective immediately.



## **CHANGE YOUR SECURITY QUESTIONS**

- Access Office 365 here.
- If prompted, enter your email address and password.
- Select the Change link next to the security questions.
- Choose Select a new question and select a new question from the drop-down list.
- Enter new answers and click save answers.

## **PASSWORD COMPLEXITY REQUIREMENTS**

School requires that your password must meet the following requirements:

- Contains at least 8 characters.
- Include at least 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character (e.g., \$, &, @)
- Must not contain 3 consecutive characters present in your name or ID (e.g., If your ID is DIA17000, your password cannot contain name or common words.

## **PASSWORD TIPS**

- If you change or reset your password using Office 365, the new password will be used to access the following systems: School email, teams DIA wireless network and School computers.
- Use a different password for every website or service you use.
- Passwords should be changed periodically.
- Create strong passphrases. (e.g., D#inb10@eR)
- Never share your password with anyone.
- If you suspect that someone has learned your password, change it immediately following the steps above.

If you have questions or concerns, contact the IT Help Desk.