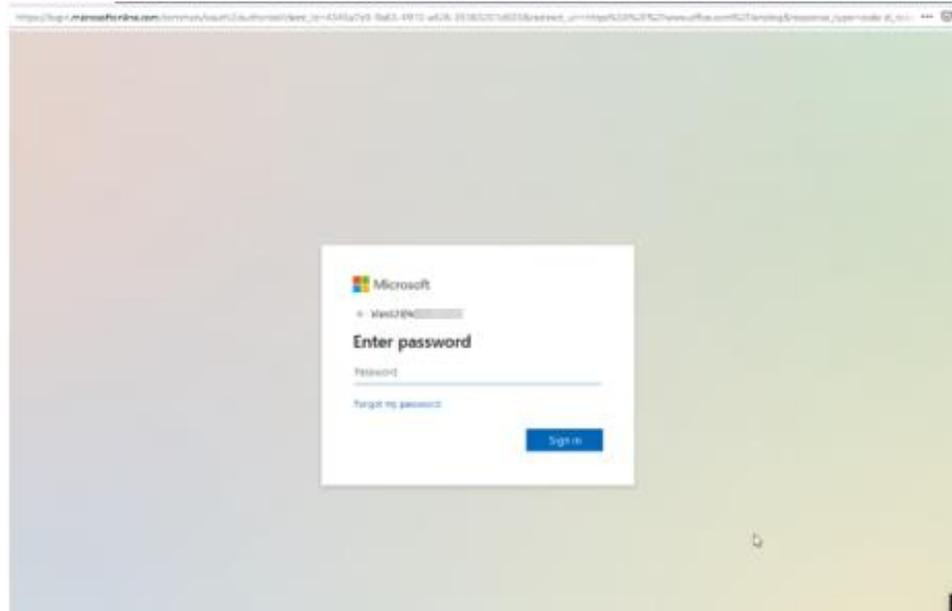
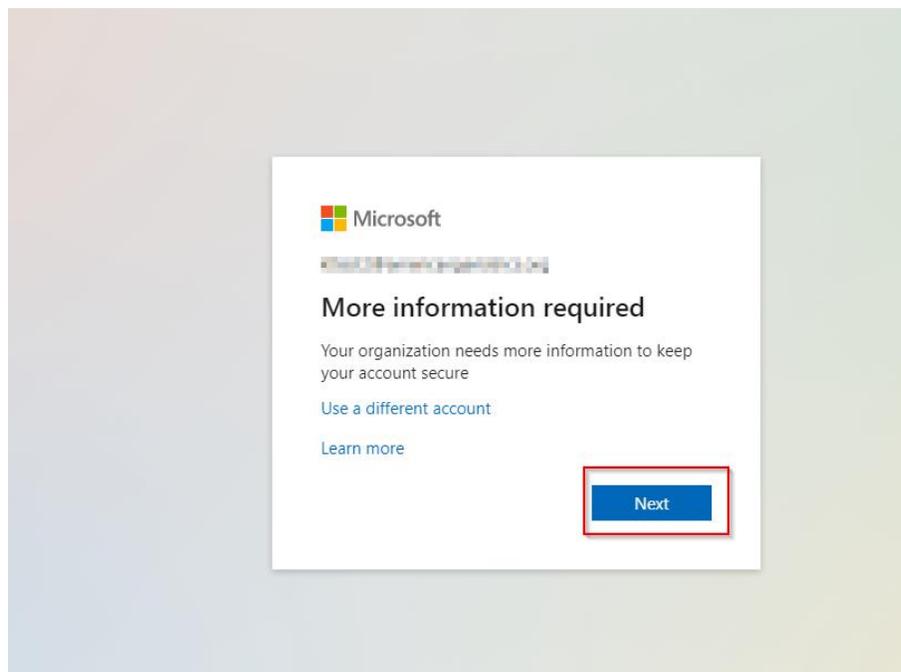


## How to Register for Self-Service Password Portal

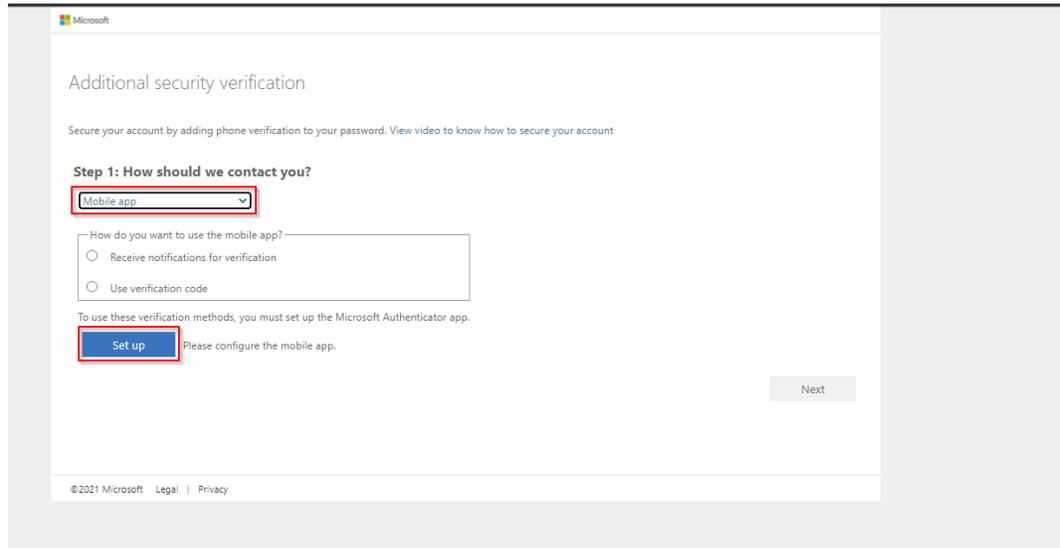
1. Go to <http://portal.office365.com/>
2. Sign in using your company email address and password.



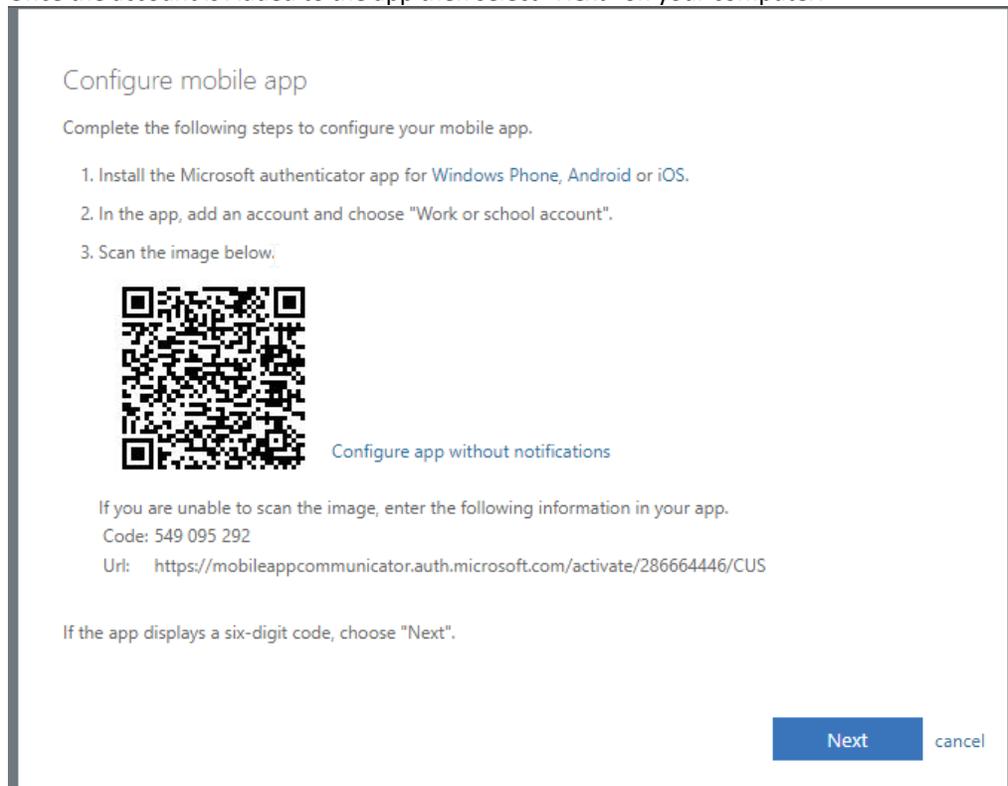
3. Next you will be prompted with a message that will state "More information required" account" Click on "Next" to continue.



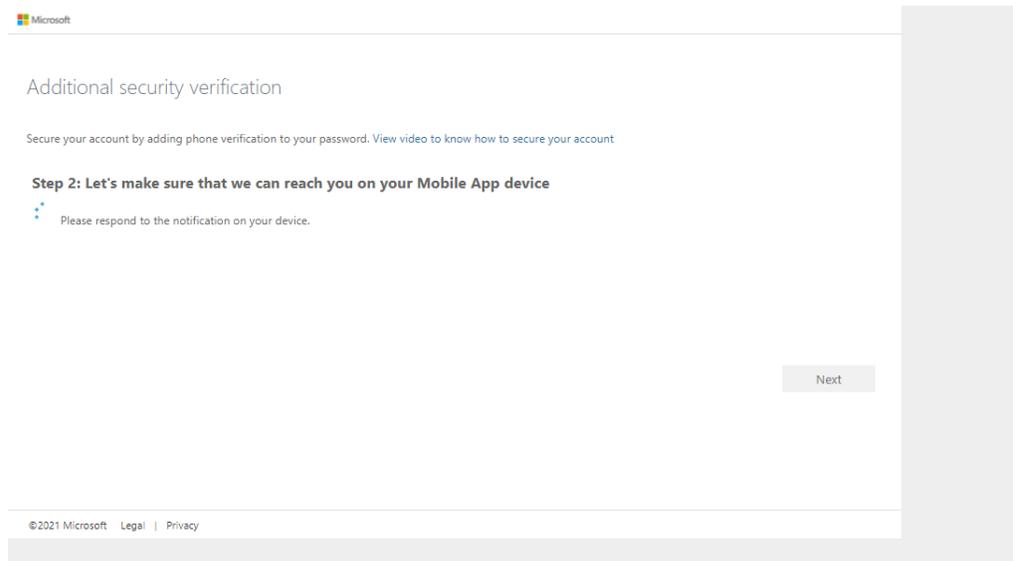
4. Select "Mobile app" in the dropdown and then select "Set up."



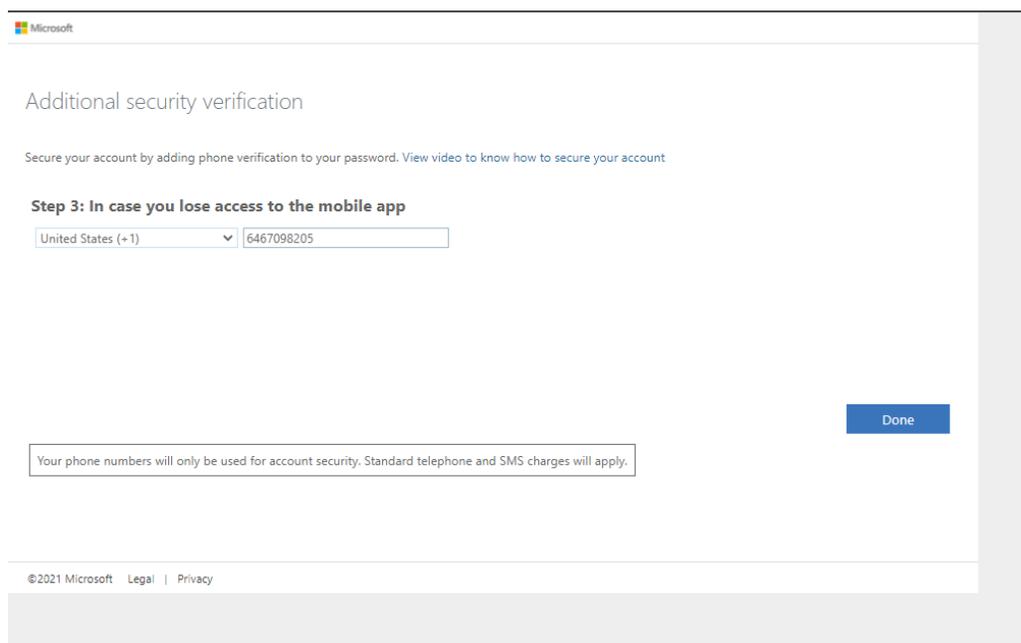
5. Download the Microsoft Authenticator app for your mobile app store or you can click on the links on the page. Once you download the Microsoft Authenticator app on your mobile device click on the "+" symbol the app and select "Work or School account" and then select "Scan QR code" and face the camera towards the screen so the phone can scan the barcode. Once the account is Added to the app then select "Next" on your computer.



- You'll be prompted to another screen that will state "Let's make sure that we can reach you on your Mobile App device" a push notification will be pushed to the mobile app. Accept/ approve the push.



- Once the test is successful you will be prompted on your computer to verify your mobile number. Once you verify your mobile number select "Done"



- You will be prompted on your computer to select your preferred option. You can leave it as “Text Code to my authentication phone” and then select “Save.”

Microsoft

## Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. [View video to know how to secure your account](#)

### what's your preferred option?

We'll use this verification option by default.

Notify me through app  
Text code to my authentication phone  
Use verification code from app or token

Set up one or more of these options. [Learn more](#)

Authentication phone United States (+1) 6467098205

Authenticator app or Token [Set up Authenticator app](#)

Authenticator app - iPhone [Delete](#)

[Save](#) [cancel](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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- Once completed successfully then select “finish.”

Microsoft

## don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✔ Authentication Phone is set to +1 646 709 8205 [Change](#)

[finish](#) [cancel](#)