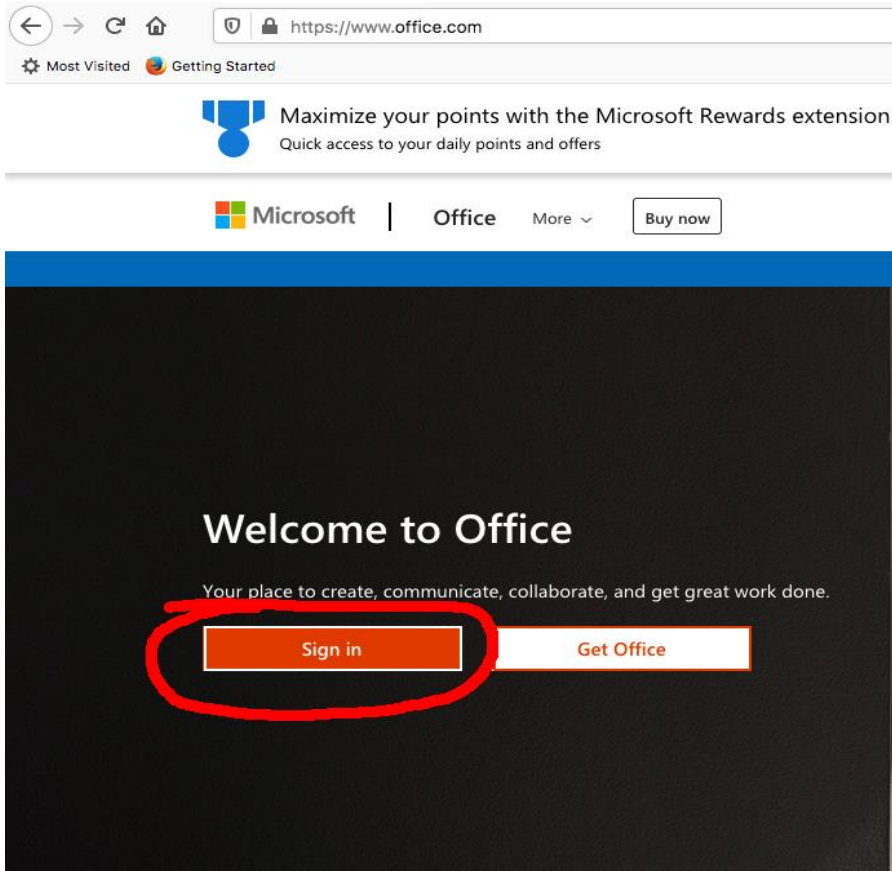


Self-Service password reset how-to

1. Go to www.office.com and click on sign in



Sign in to use y

2. Sign in with your username@stu.howardcollege.edu and click Next



Sign in

hctest@stu.howardcollege.edu

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

3. Click on "Forgot my password"



← hctest@stu.howardcollege.edu

Enter password

Password

[Forgot my password](#)

Sign in

4. Enter the Captcha code and click Next

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture

User ID:

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



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

Next

Cancel

5. Verify that the alternate methods of communication are correct and click the button to continue. This will email or text you a verification code that you will need to enter in the next screen.

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

You will receive an email containing a verification code at your alternate email address (rm*****@howardcollege.edu).

Email

Cancel

6. Enter the verification code that you received.

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

We've sent an email message containing a verification code to your inbox.

[Are you having a problem?](#)

[Cancel](#)

7. Proceed to type in your new password and click Finish.

Microsoft

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

* Confirm new password:

Finish

Cancel