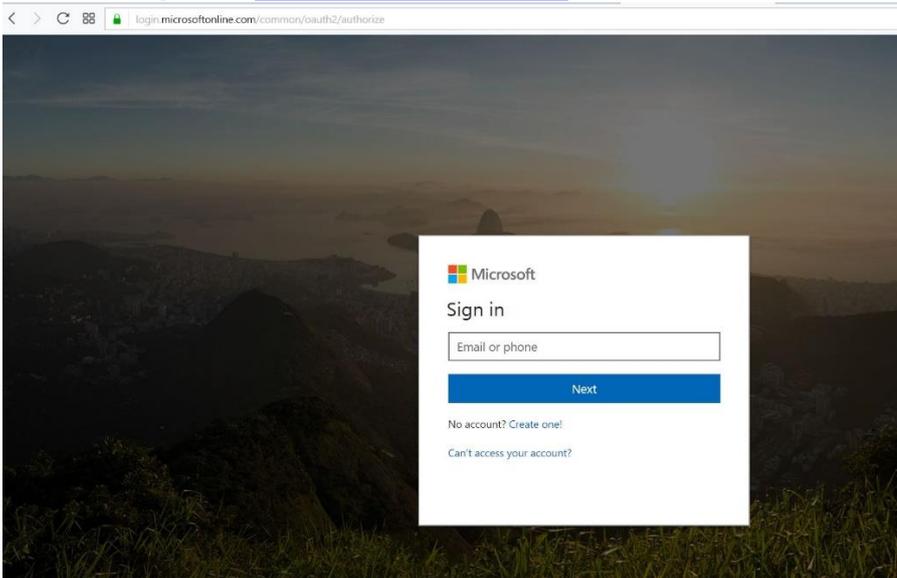
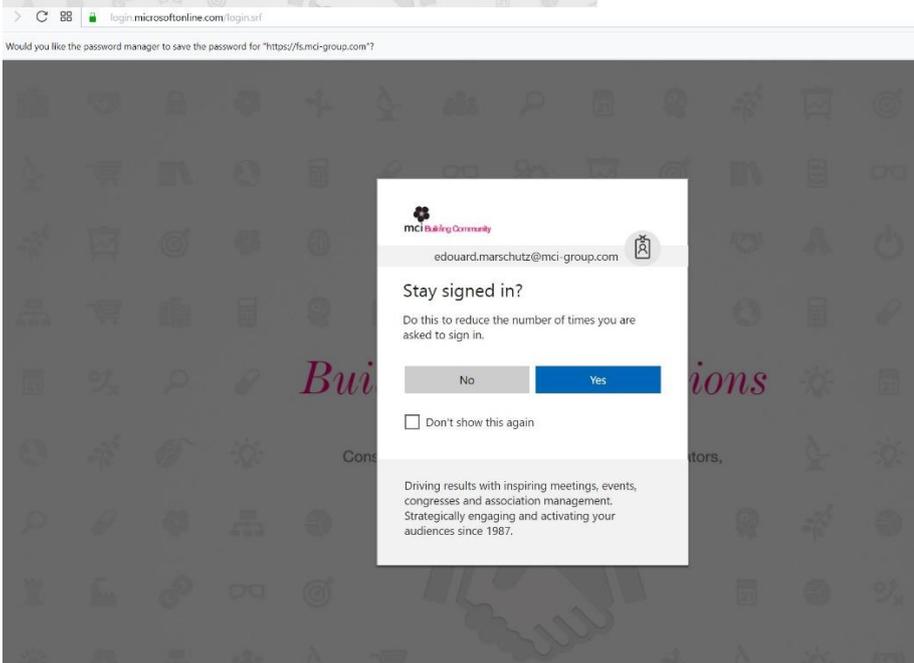
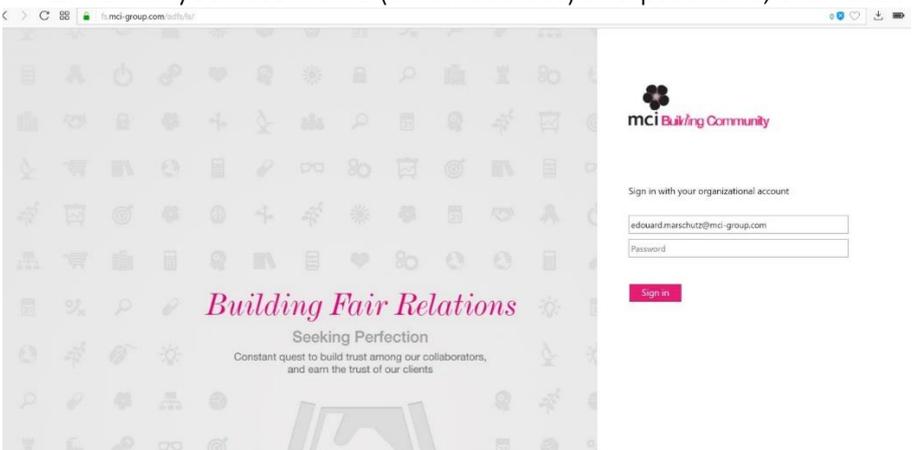


How to register for password reset

1. Navigate to <http://aka.ms/ssprsetup>.



2. Enter your username (email address) and password, then click Yes



3. The system requires you to go through two steps.

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 2 of the options below.**

Authentication Phone is not configured. [Set it up now](#)

Security Questions are not configured. [Set them up now](#)

finish cancel

We will demonstrate here below how to configure an **Authentication Phone**.

4. Select your country code from the dropdown list and enter your full mobile phone number.

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Select your country or region

Enter your authentication phone number

text me

call me

back

5. Select the **text me** or **call me** option. In this case, we'll select text me, which will send a 6-digit code to your mobile phone.

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Switzerland (+41)

078 123 45 67

text me

call me

back

- You will receive a text message with a 6-digit verification code, which you can enter in the input box and click **verify**.

mci Building Community Carlos.Sahut@mci.onmicrosoft.com | ?

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Switzerland (+41)

We've sent a text message containing a verification code to your phone.

[try again](#)

- Now we will demonstrate how to configure **Security Questions**.

mci Building Community nora.grada@mci-group.com | ?

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 2 of the options below.**

✔ Authentication Phone is set to +33 71 [Change](#)

✘ Security Questions are not configured. [Set them up now](#)

- Select each security question in the dropdown list and enter your answers.

Security question 2

In what city was your mother born? ✔

Security question 3

In what city did your parents meet? ✔

Security question 4

What was your first job? ✔

Security question 5

What was your childhood nickname? ✘ ✔

©2016 Microsoft Legal | Privacy Your session will expire in 14:29

- Then click "**Save Answers**".

- Once you completed at least two of the register options, click "Finish".