Self-Service Password Reset Step-by-step Screenshots 1. Navigate to Microsoft Online Password Reset × + https://passwordreset.microsoftonline.com2. Enter BPS email address \mathbb{C} https://passwordreset.microsoftonline.com 3. Enter the characters in the picture 4. Click Next Get back into your account Who are you? To recover your account, begin by entering your email or username and the characters in Email or Username: Example: user@contoso.onmicrosoft.com or user@contoso.com C ter the characters in the picture or the words in the audio.

- 5. Select I forgot my password (password reset)
- 6. Click Next



Get back into your accou

Why are you having trouble signing

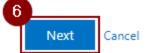
● I forgot my password

No worries, we'll help you to reset your password u

O I know my password, but still can't sign in

This might happen because you tried signing in wit

If you choose this option, you'll keep your existing



7. Select preferred 1st contact method for Brevard Public Schools verification Get back into your accour verification step 1 > verification step 2 > choose Please choose the first contact method we should use for verif Email my alternate email You will receive an e address (tt******@ O Text my mobile phone **Email** O Call my mobile phone O Call my office phone O Approve a notification on my authenticator app O Enter a code from my authenticator app Cancel

8. Select preferred 2nd contact method for Brevard Public Schools verification Get back into your account verification step 1 √ > verification step 2 > choose a n Please choose the second contact method we should use for verificati Email my alternate email You will receive an email cor address (tt******@gmail.co O Text my mobile phone **Email** O Call my mobile phone O Call my office phone Cancel 9. Enter a new password and confirm new password 10. Click Finish Get back into your accou verification step $1 \checkmark > \text{verification step } 2 \checkmark > \text{che}$ 9 Enter new password: Confirm new password: **Finish** Cancel

11. Your password has been reset successfully!

