

Self-Service Password Reset


Step-by-step

1. Navigate to <https://passwordreset.microsoftonline.com>
2. Enter BPS email address
3. Enter the characters in the picture
4. Click Next

Screenshots

Microsoft Online Password Reset x +

← → ↻ 🏠 🔒 <https://passwordreset.microsoftonline.com>




Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in

2 Email or Username:

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



3

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

4

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



Get back into your account

Why are you having trouble signing in?

5

I forgot my password

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

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

This might happen because you tried signing in with
If you choose this option, you'll keep your existing

6

Next

Cancel

7. Select preferred 1st contact method for verification



Get back into your account

verification step 1 > verification step 2 > choose

Please choose the first contact method we should use for verification

7

- Email my alternate email
- Text my mobile phone
- Call my mobile phone
- Call my office phone
- Approve a notification on my authenticator app
- Enter a code from my authenticator app

You will receive an email at the email address (tt*****@)

Email

Cancel

8. Select preferred 2nd contact method for verification

Brevard Public Schools

Get back into your account

verification step 1 ✓ > **verification step 2** > choose a method

Please choose the second contact method we should use for verification

8

Email my alternate email

Text my mobile phone

Call my mobile phone

Call my office phone

You will receive an email confirmation at the address (tt*****@gmail.com)

Email

Cancel

9. Enter a new password and confirm new password
10. Click Finish

Brevard Public Schools

Get back into your account

verification step 1 ✓ > verification step 2 ✓ > choose a method

Please enter a new password

9

* Enter new password:

* Confirm new password:

10

Finish Cancel

Cancel

11. Your password has been reset successfully!



11 Get back into your account

✓ Your password has been reset