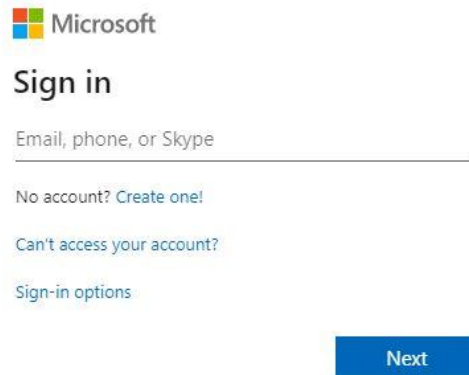
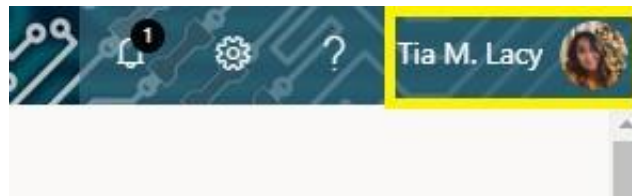


Microsoft Password Reset Setup – Portal

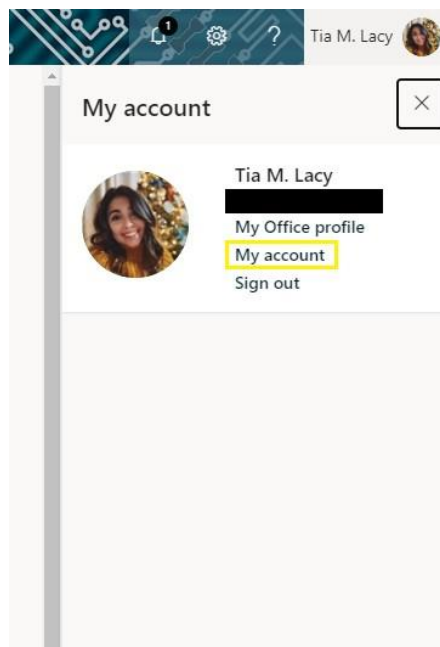
1. Navigate to <https://www.umary.edu/oit/passwordreset>
2. Sign in with University email credentials
 - a. Student: student1@umary.edu
 - b. Employee: employee@umary.edu



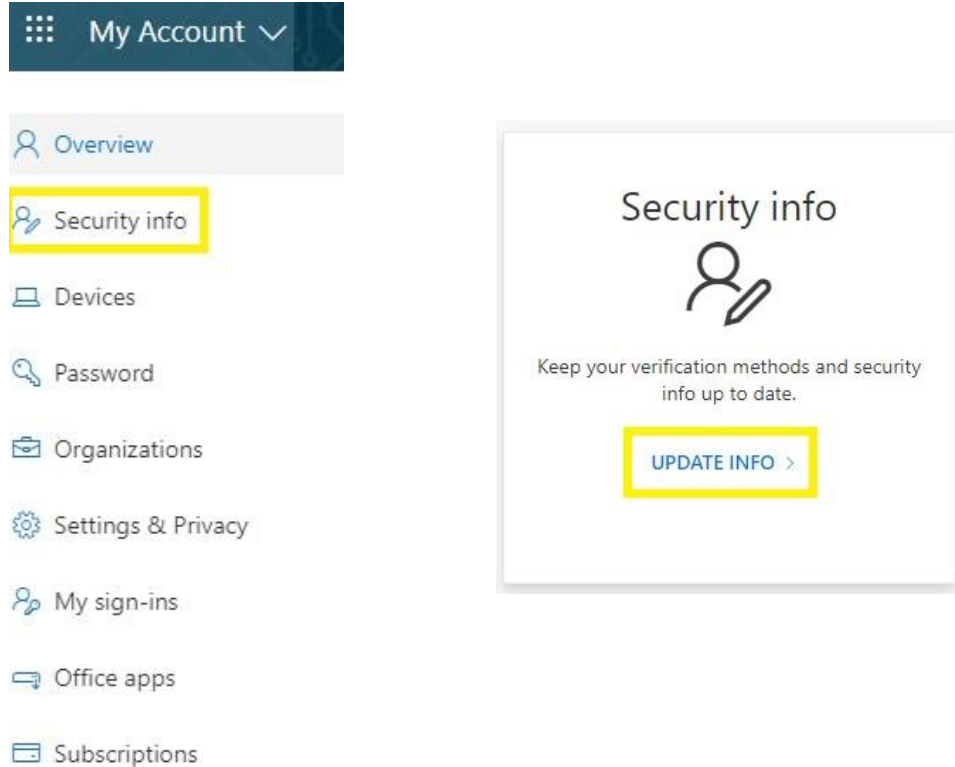
3. Click on your name in the top corner



4. When the menu opens click 'My account'



5. Find 'Security Info' on the side or in the middle of the webpage page. If found on the side click on 'Security info', if found in the middle of the web page click 'update info'



The image shows a 'My Account' dropdown menu on the left with 'Security info' highlighted in a yellow box. To the right is a 'Security info' page with a yellow box around the 'UPDATE INFO >' button.

My Account ▾

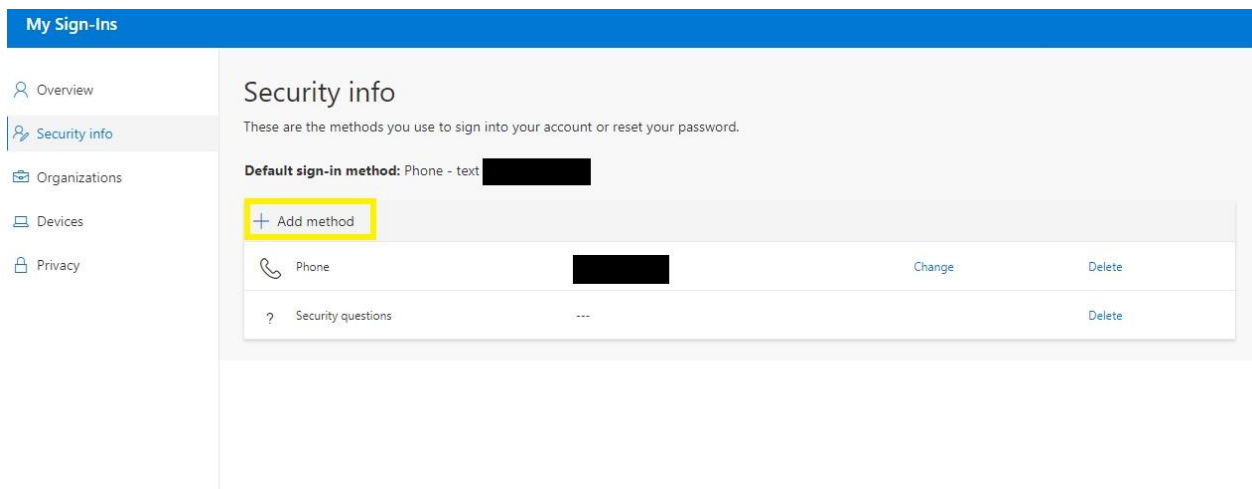
- Overview
- Security info**
- Devices
- Password
- Organizations
- Settings & Privacy
- My sign-ins
- Office apps
- Subscriptions

Security info

Keep your verification methods and security info up to date.

UPDATE INFO >

6. Click '+ Add method' to add alternate security methods to reset your password such as a phone number or security questions



The image shows the 'Security info' page with the '+ Add method' button highlighted in a yellow box. Below it is a table of existing security methods.

My Sign-Ins

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Phone - text [REDACTED]

+ Add method

Phone	[REDACTED]	Change	Delete
Security questions	---		Delete