

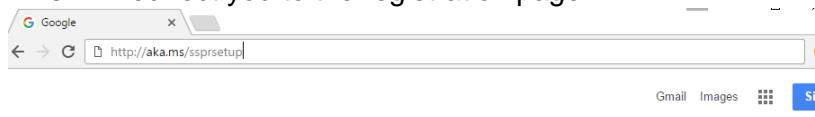


Azure Password Reset Registration

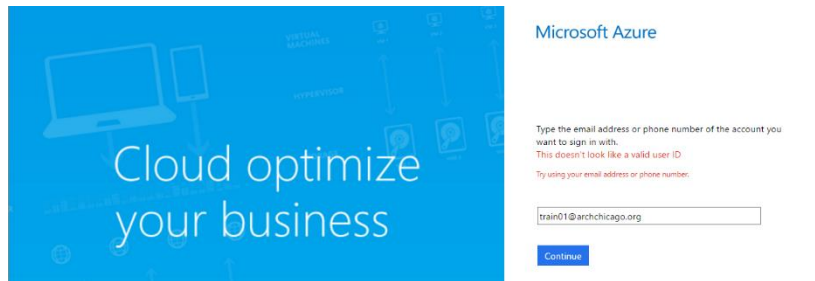
You can configure your @archchicago.org account for password self-service using the Azure Password Reset. This will let you unlock your account or reset your password on your own using the password self-service.

To register for password self-service:

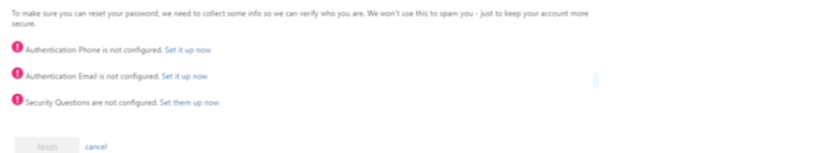
1. Using a web browser, browse to <http://aka.ms/ssrsetup>. This will redirect you to the registration page.



2. Enter or select your full @archchicago.org e-mail address and click Continue.



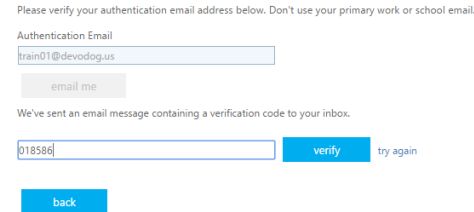
3. Enter your @archchicago.org password if prompted.
4. You will need to configure 2 of the 3 options available.



5. To configure a phone or e-mail address as the authentication, enter a text-messaging capable cell

number for a phone you have available or an alternate e-mail address you can check.

6. An automated system will call that cell phone, send a text message, or send an e-mail to the appropriate system. Follow the instructions in the phone call or enter the verification code for text message or e-mail verification.



7. You can also provide a list of challenge questions and answers that can be used to reset your password.



Choose 5 questions from the list of possible challenge questions and provide the appropriate answers. Answers are case sensitive when used to reset your account.

8. Click Finish once you are done configuring your authentication methods.

While you only need to configure 2 authentication methods, configuring all 3 options will give you the most flexibility in resetting your account if necessary.