

Self Service Password Reset (SSPR)

OWLS is no longer assigning passwords for email accounts. When new accounts are created, OWLS provides a temporary password that new users change when first signing in. Users can also change their passwords, provided the password meets Microsoft standards for a strong password. Upon request, OWLS staff can reset passwords and block or delete accounts.

Office 365, like many other online resources, also has the option for users to reset forgotten passwords by linking the account to a cell phone or different email account.

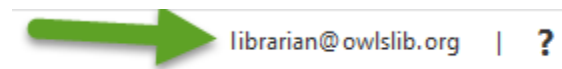
Setting this up is optional, but I wanted to provide this service to interested libraries.

What would it look like?

You would get an email with a link to set this up:

<https://account.activedirectory.windowsazure.com/PasswordReset/Register.aspx?regref=ssprsetup>

When you click on the link you can then set up Phone and/or Email authentication.



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 1 of the options below.**

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

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

finish

cancel

The only tricky thing is for staff who use their online accounts on a shared computer. You just have to make sure that you are setting up the authentication for yourself, so make sure it is your email address listed on the set-up page (see screen shot above). Staff who use the Outlook Client, will need to login to their Office 365 account online to set this up.