

Register for self service password resets

To make sure you can reset your Exeter College password in the future, you need to sign up to the Self Service Password Reset service. It's really quick and easy to do....

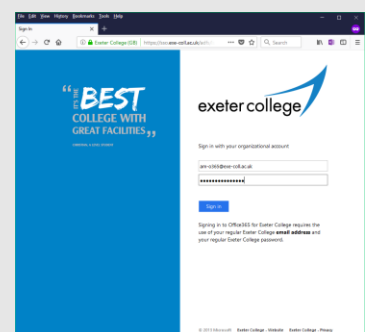
*Please note your account will need to be active and you **must know** your current password to sign up. If you don't currently know your password, you will need an LRC or ICT team member to reset it for you first.*

1

Visit: <https://aka.ms/ssprsetup>

2

Sign in to your account
Using your Exeter College
E-Mail Address and Password



3

Set up your account verification options

If you forget a password and need to reset it, we will need to verify your account and that you are who you say you are.

In person we might ask you to confirm a part of your address, ID number, or a telephone number.

To be able to use the Self Service options, you'll be sent a token number every time you use the service.

don't lose access to your account!

To make sure that you can reset your password, we need to collect some info so that we can verify who you are. We won't use this to spam you – we'll just use it to make 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 Address is not configured. [Set it up now](#)

Finish

Cancel

Choose how you would like to receive this token. You only need to set up one of the options, but can set up both if you prefer.

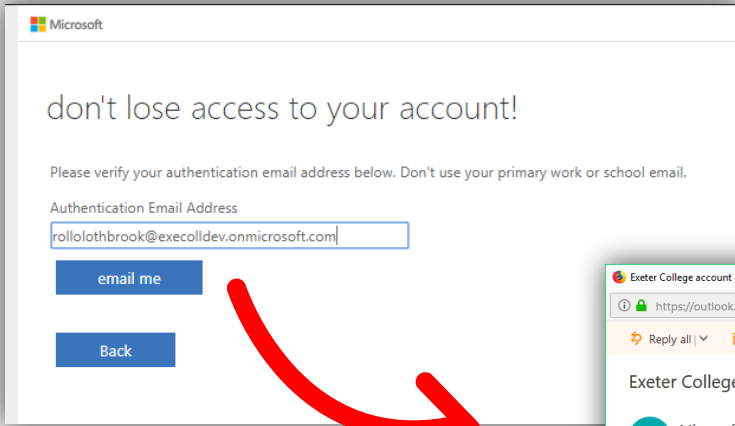
! Authentication Phone is not configured. [Set it up now](#)

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

Please note: If you choose "E-Mail Address" – this should be your non-college email account, i.e a personal Gmail, Hotmail, iCloud account.

3

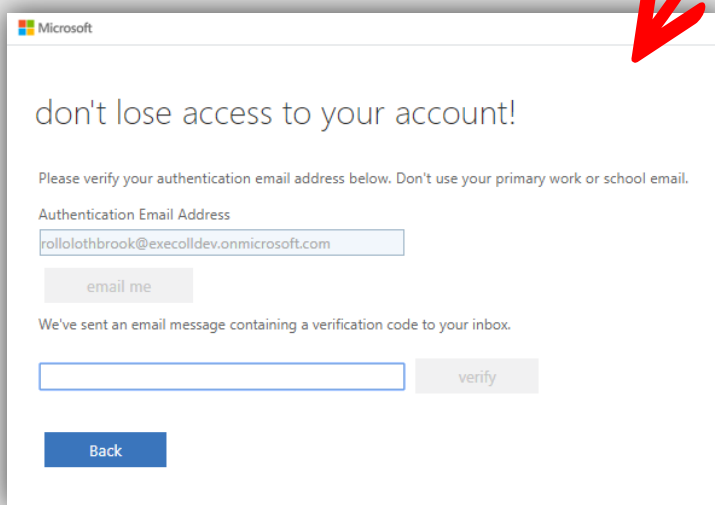
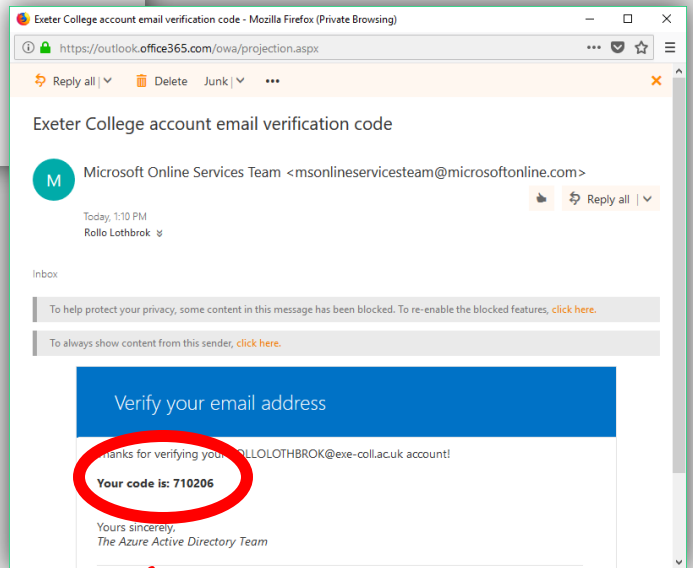
Set up your account verification options (Continued)



In this example, the E-Mail authentication option was chosen.

So you would receive an email from Microsoft with a security code in it.

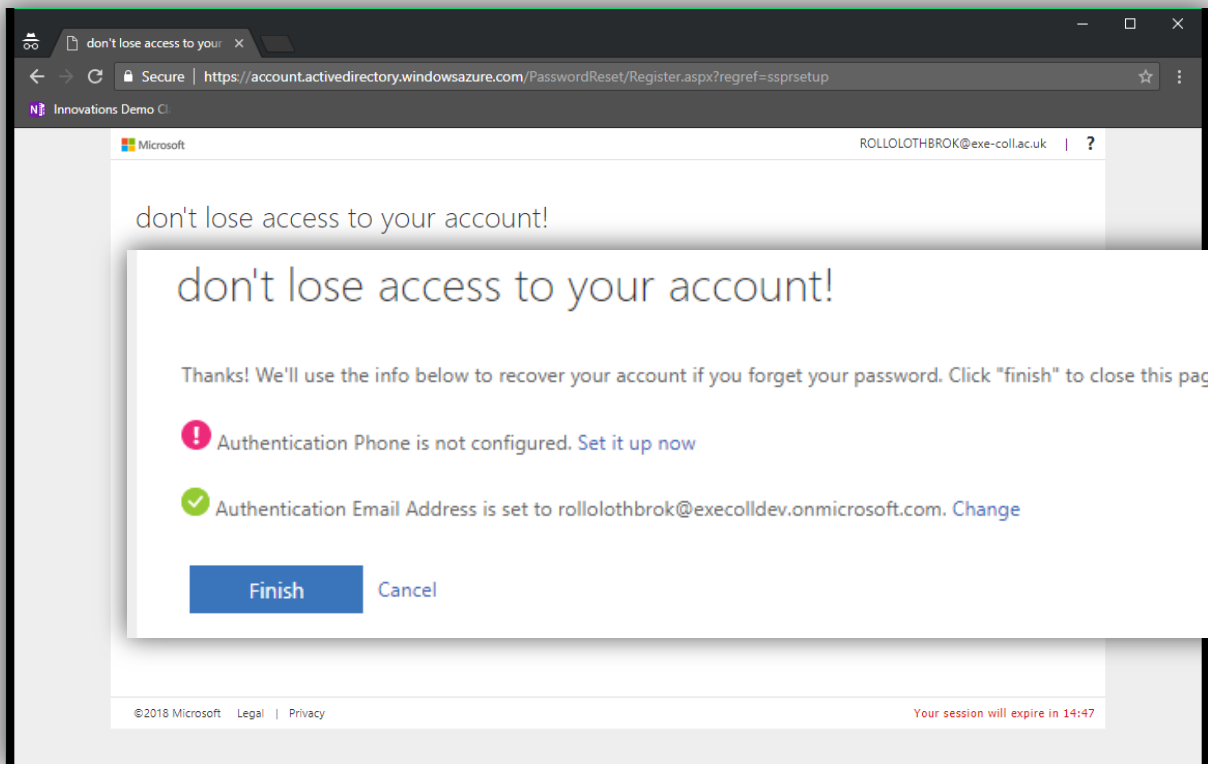
Next, enter this security code back into the web page from a moment ago to confirm that you own this email account.



4

You're all set

Congratulations! You have successfully set up access to the **Self Service Password Reset** service.



Why not double up?

If you want to add another verification method, simply repeat the process for each of the **"Set it up now"** links above.

I.e.

- Authenticate with phone, or
- Authenticate with E-Mail Address

You might find using a mobile phone is quicker and easier than using an E-Mail address, but it is worth setting up both options in case you lose your device.



Reset a forgotten password

As long as you have already registered for the **Self Service Password Reset (SSPR)** service, you can reset your own password, by typing the following address into a browser:

- 1 Visit: <https://aka.ms/sspr>
- 2 Enter your Exeter College **email address** & type in the capture security code.
(to ensure you're not a robot)

User ID:
<input type="text"/>
Example: user@contoso.onmicrosoft.com or user@contoso.com

+



3

Verify your account



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

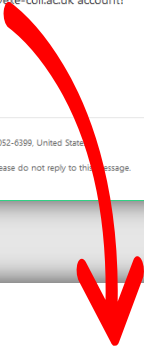
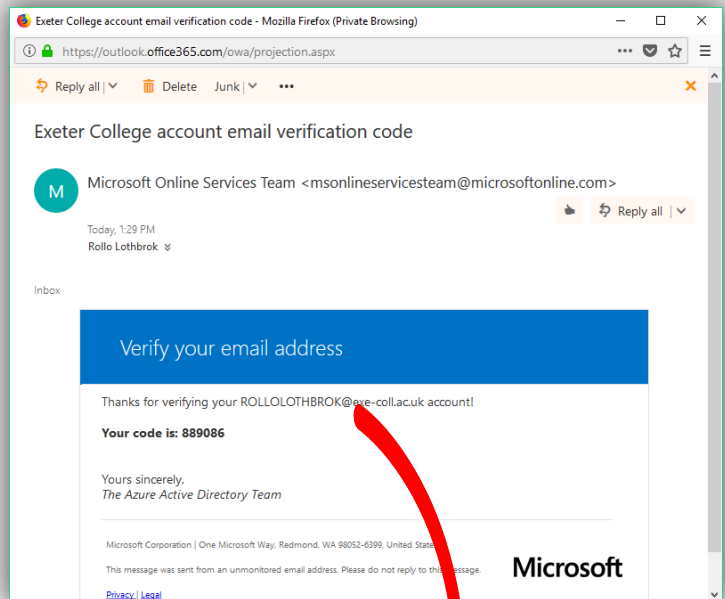
<input checked="" type="radio"/> Email my alternative email address	You will receive an email containing a verification code at your alternative email address (ro*****@excolldev.onmicrosoft.com).
---	---



If you chose email when setting up Self Service Password Reset, you will get the option to receive your reset code by email. The code will be sent to your second / personal email address.

If you chose Mobile or Phone, you will be able to opt for a text message, or Phone call to get your code.

Enter this "verification code" into the box



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

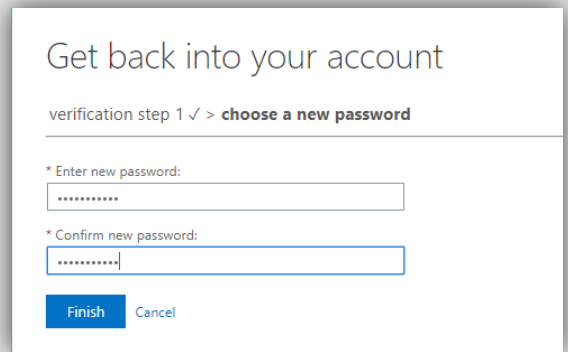
<input checked="" type="radio"/> Email my alternative email address	We've sent an email message containing a verification code to your inbox.
---	---

[Are you having any issues?](#)

4 Choose a new Password

Enter your new password, and again in the confirm password box.

You may need to sign in again with your new password.



i Tips on choosing a password

*Keep it secret...
Keep it safe.*

*Never share
your password.
Even with IT.*

*Never reuse
passwords across
different sites or
services*

*Use special
Characters &
numbers too...*

*"Hard to guess"
Becomes...
=>H@rd2Gue33*

*Avoid easy to
discover info, like
pet names and
birthdays*

Garfield92

*Don't write your
password down.
Especially on a
post-it.
If you can't easily
remember it, try
again*

Passwords used on Exeter College systems:

- Must contain at least eight characters and should include any three of the following:
 - Uppercase letters, lowercase letters, numbers, special characters (such as !^*:/\<>)
- Must be changed every 59 days
- Cannot reuse any of your last 15 passwords (you should always create a new one)