

# Part 1 — Confirm SSPR Registration is Set Up

What you need:

- Duo Registration must be completed, reference Duo Registration / Device Management on the [IT Help Desk](#) page to complete
- Access to a desktop or laptop
- Your mobile phone/device. (If you do not have a mobile device, please contact the Help Desk for other options).
- Internet Access

Follow these steps to confirm or register your sign-in methods so you can use Self-Service Password Reset (SSPR) later.

1. **Sign in** to your Microsoft account by clicking this link [Microsoft-My Account](#)  
Select or enter your college **email** (username@cod.edu).

If you are already signed into Microsoft, you will be prompted to verify your identity.

2. **Verify your account**

Follow the prompts for Duo MFA to verify your identity.

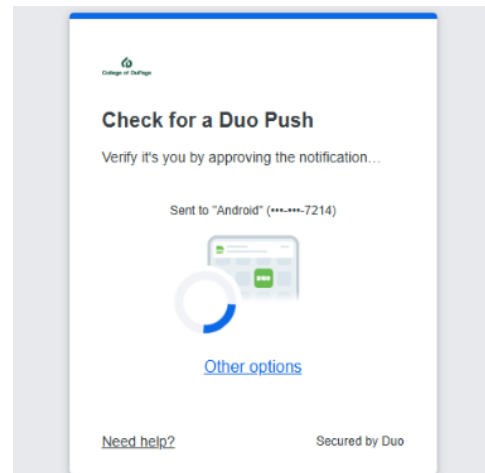
You will have 60 seconds to click **Approve** on the Duo app on your mobile device to verify your identity.

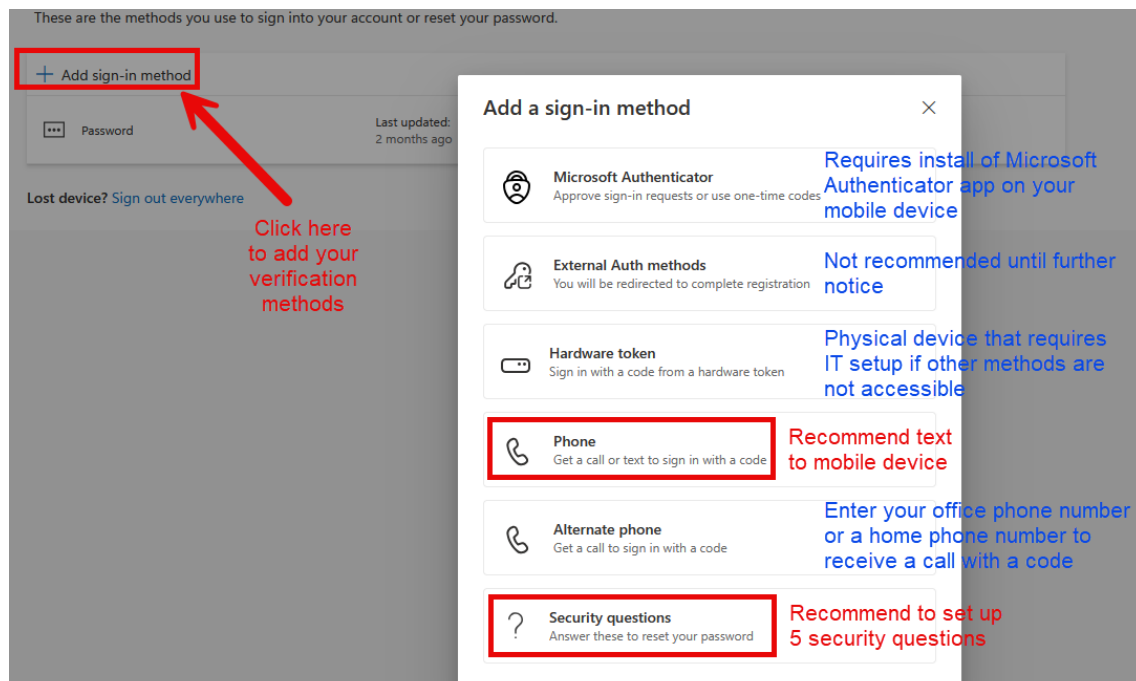
3. **Open the registration page**  
in the menu on the left, click **Security info**.

4. **Add two sign-in methods**

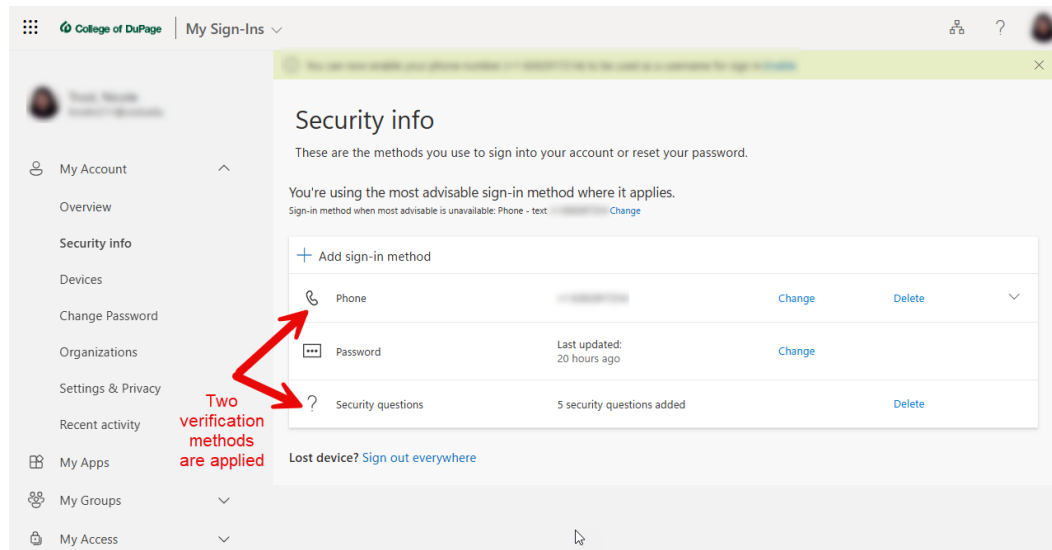
Click **Add sign-in method** next to the blue plus sign.

Select a **sign-in method** and follow the prompts.





Continue to select **additional sign-in methods** and follow the prompts. A minimum of two sign-in methods (not including Password) is required to register for SSPR.



**SSPR Registration is complete!** You are ready to use SSPR to change or reset your password.

See how to Change or Reset your password on the next page.

## Part 2 — Change Your Password with SSPR

You can **change your password** when you are signed in to your Microsoft account.

1. In the menu on the left, click **Change Password**.
2. Enter your **New password** twice and click **Submit**.
3. Once your password has been changed, you may be prompted to enter your new password on Teams and/or Outlook.  
Recommend you log out of a Microsoft product and then log back in with your new password.

### Password Requirements

- ✓ Minimum length: 8 characters
- Q Cannot reuse any of your last 24 passwords
- ✓ Must include characters from at least 3 of these 4 categories:
  - ✓ Uppercase letters (A-Z)
  - ✓ Lowercase letters (a-z)
  - ✓ Numbers (0-9)
  - ✓ Symbols (!, @, #, etc.)

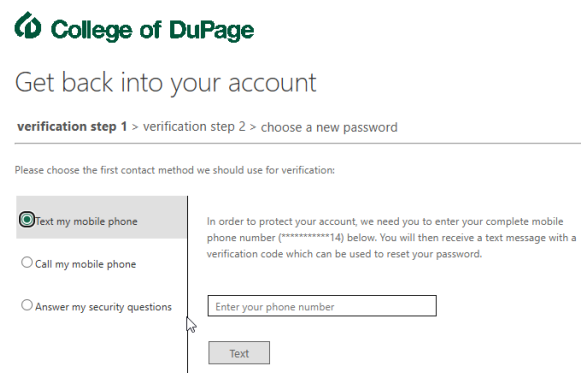
## Reset Your Password with SSPR

If you **forgot your password**, use SSPR to verify your identity using the two sign-in methods on your account.

1. Go to [Microsoft-My Account](#) and enter your college **email**.
2. Click **Forgot my password**



3. Enter or confirm your **email**. Enter the displayed **characters**. Then click **Next**.
4. Select your **first sign-in method** for verification and follow the prompts.



5. Then select your **second sign-in method** for verification and follow prompts.
6. Enter your **new password** twice and **Finish**.

7. Once your password has been changed, you may be prompted to enter your new password on Teams and/or Outlook.  
Recommend you log out of a Microsoft product and then log back in with your new password.