Guide To: Setting up Online Password Reset for Students



IADT have now implemented a system where *students can reset their own password*.

In order for a student to do this they must register their mobile number so the system can send a text message to the registered mobile phone that will then allow a student to change their password. Please note that IADT or Microsoft employees do not have access to this number. Alternatively if a student does not want to use their mobile phone number then they can use the Microsoft Authenticator App (the downside of using the app is if the user changes their mobile device then they will have to reregister with the new device and app).

Note: If user changes their mobile phone number then they will have to reregister with the new number. The user can also add a second authentication method which reduces the risk of account lock out how to do this is explained at the end of this document.

Please note that all activities on IADT's ICT system are subject to IADT's ICT A/AUP and the any other relevant IADT policies such as Data Protection.

Requirements to use this service are:

- Be current member of IADT Students cohort;
- Internet Access;
- Mobile phone that accepts text messages;
- Have an up to date version of virus protection installed on your desktop/laptop;
- Have all critical operating system updates installed on the desktop/laptop;
- Access to office.com.

Setting Up Your Account For Password Reset

Login to office.com



Enter your IADT <u>username@iadt.ie</u>



Enter your normal IADT password

After you log in click on the below link

https://aka.ms/ssprsetup

You will get the following screen. Click on + and select Phone

+ Add method		
No items to displa	ay.	
ost device? Sign out everyw	where	
	Add a method	
	Which method would you like to add?	
	Which method would you like to add?	~
	Which method would you like to add? Phone Authenticator app	~
	Which method would you like to add? Phone Authenticator app Phone	~
	Which method would you like to add? Phone Authenticator app Phone Alternate phone	~

Then select **Ireland** and enter your mobile number (08*******) that you want the code to be sent to.

texting a code to your What phone number w	u are by answei phone. vould you like t	ring a call on your o use?	phone or
ireland (+353)	~	086:	
 Text me a code 			
Call me			

Click Next

You now receive a code to the mobile number you have just entered.

Enter the code and click **Next**.

Your organization requires you to set up the following methods of	If proving who you	are.
Phone		
We just sent a 6 digit code to +353 086 Enter the code below. Enter code		
Resend code		
	Back	Next
		Gin setu

: everywhere		
	Phone	
	SMS verified. Your phone was registered successfully	
		Done

You are now setup. Click **Done**

Keep your account secure	
Your imperication requires you to set up the following methods of proving who	
Success!	
Event polit New Incomplete, est an processority only. Docume Terrer' in continue agree Default signs in medianti. Planet - hard 000	
S man	
	Dava

Click Done again

How To Change Your Password

Visit office.com and enter you username@iadt.ie



Click forgot my password on the password screen

Microsoft

Get back into your account

Enter the characters displayed and click Next

verification step 1 > choo	ise a new password
Please choose the contact method	d we should use for verification:
Text my mobile phone Call my mobile phone	In order to protect your account, we need you to enter your complete mobile phone number (************************************
	Yeard

Enter your **registered** mobile number and you will be texted a code Click **Text**

Get back into	your account
verification step 1 > choo	ise a new password
Please choose the contact method	d we should use for verification:
Text my mobile phone	We've sent you a text message containing a verification code to your phe
○ Call my mobile phone	Enter your verification code
	Next

You will then receive a text message from Microsoft (this could take a few seconds). Enter the verification code you received in the txt message and click **Next**

Microsoft
Get back into your account
verification step 1 choose a new password
* Enter new password:
Finish Cancel

Enter your new **password** and click **Finish**

You will see the confirmation screen and it will also email you that your password has been changed.

Microsoft



To sign in with your new password, click here.

Change Authentication Methods

If you change your mobile device or your mobile number you can change your authorization method by going to the following web site:

https://aka.ms/ssprsetup

Click on Security Info

You can view your security information on this screen

You can delete or change a method you can also add a second authentication method as a backup.

