

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.

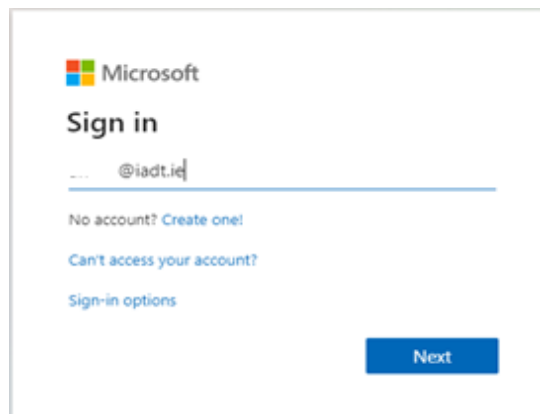
Please note that all activities on IADT's ICT system are subject to IADT's ICT A/AUP and the any other relevant IADT policies such as Data Protection.

Requirements to use this service are:

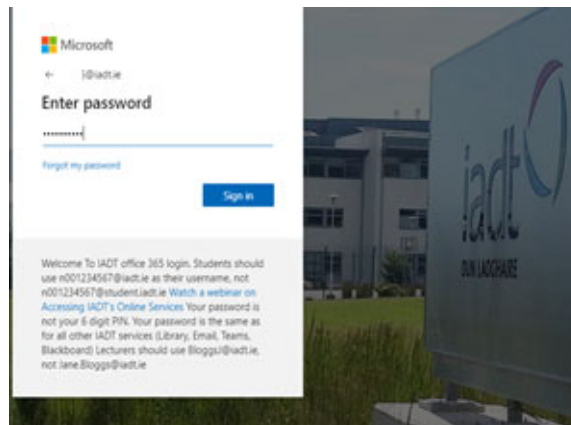
- Be current member of IADT Students cohort;
- Internet Access;
- Mobile phone that accepts text messages;
- Have an up to date version of virus protection installed on your desktop/laptop;
- Have all critical operating system updates installed on the desktop/laptop;
- Access to office.com.

Setting Up Your Account For Password Reset

Login to office.com



Enter your IADT username@iadt.ie

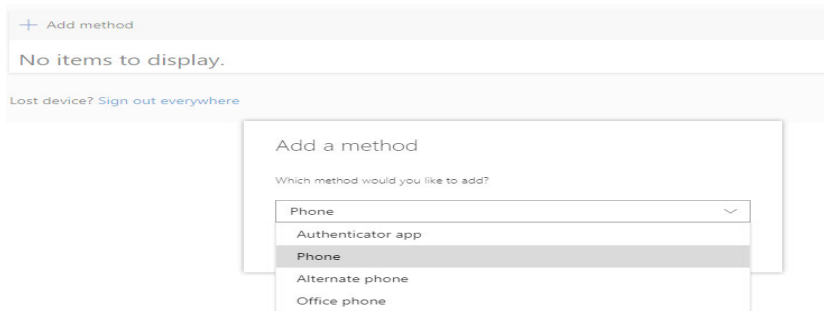


Enter your normal IADT password

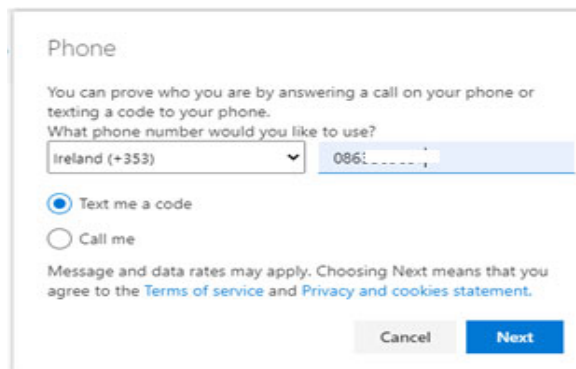
After you log in click on the below link

<https://aka.ms/ssprsetup>

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



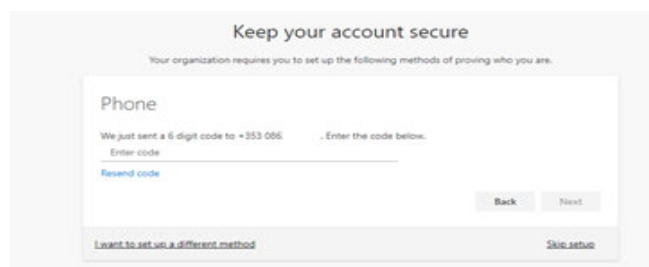
Then select **Ireland** and enter your mobile number (08*****) that you want the code to be sent to.

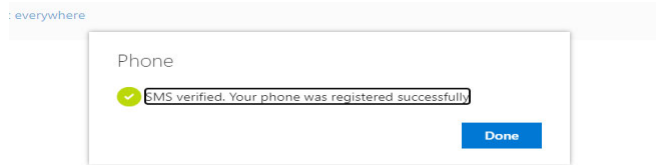


Click **Next**

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

Enter the code and click **Next**.





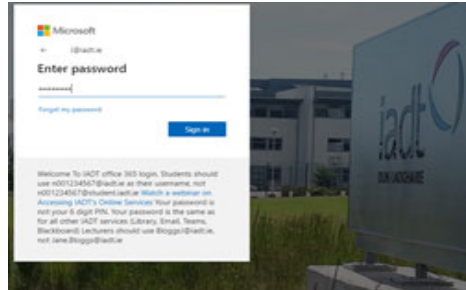
You are now setup. Click **Done**



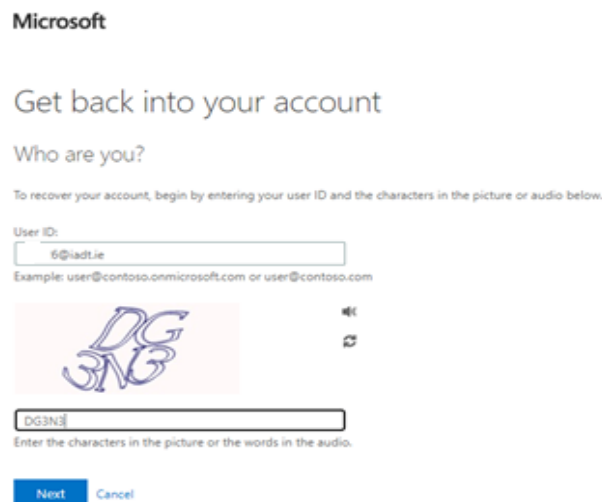
Click **Done** again

How To Change Your Password

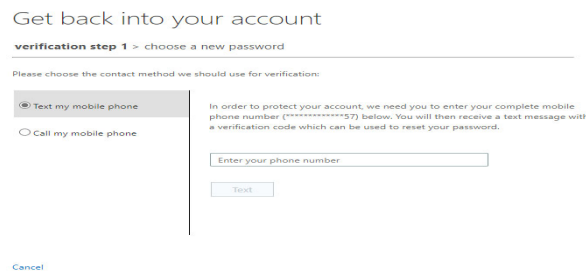
Visit office.com and enter you **username@iadt.ie**



Click **forgot my password** on the password screen



Enter the characters displayed and click **Next**



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

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Text my mobile phone

We've sent you a text message containing a verification code to your phone.

Call my mobile phone

Enter your verification code

Next

Cancel

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:

* Confirm 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

Get back into your account

✓ Your password has been reset

To sign in with your new password, [click here](#).

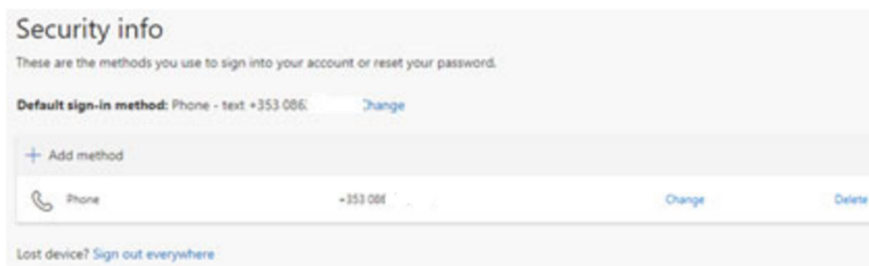
Change Authentication Methods

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.

