Self-Service password reset how-to

1. Go to [www.office.com](http://www.office.com) and click on sign in

Sign in to use y
2. Sign in with your username@stu.howardcollege.edu and click Next
3. Click on “Forgot my password”
4. Enter the Captcha code and click Next

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture.

User ID:

htest@stu.howardcollege.edu

Example: user@contoso.onmicrosoft.com or user@contoso.com

Enter the characters in the picture or the words in the audio.

Next  Cancel
5. Verify that the alternate methods of communication are correct and click the button to continue. This will email or text you a verification code that you will need to enter in the next screen.
6. Enter the verification code that you received.
7. Proceed to type in your new password and click Finish.

Microsoft

Get back into your account

verification step 1 ✓ > choose a new password

* Enter new password:

* Confirm new password:

Finish  Cancel