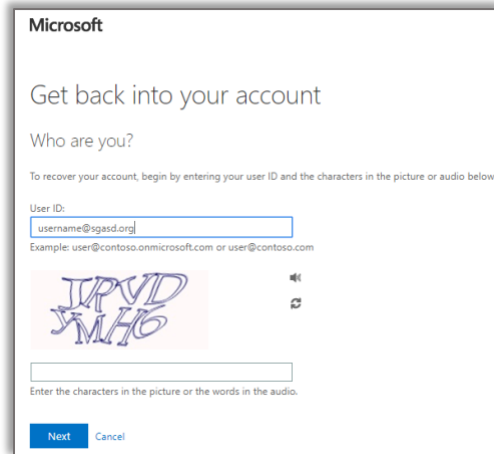


# TIME TO RESET YOUR PASSWORD?

1. From the District webpage, choose For Staff / Password Reset. You will be directed to a form similar to the one below.
2. Enter your email address in the appropriate box.




Microsoft

### Get back into your account

Who are you?

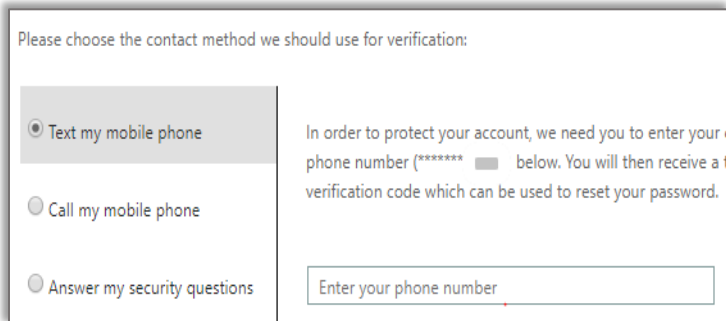
To recover your account, begin by entering your user ID and the characters in the picture or audio below.

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



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

3. Choose which method you prefer for verification. The left example is "Text my mobile phone". The right example shows "Security Questions". **Remember, the answers are case-sensitive.**



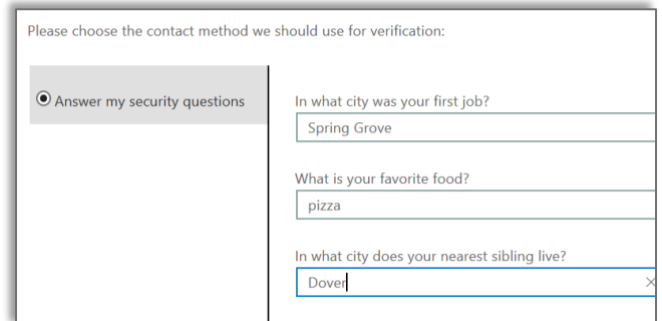
Please choose the contact method we should use for verification:

Text my mobile phone

Call my mobile phone

Answer my security questions

In order to protect your account, we need you to enter your phone number (\*\*\*\*\*  below. You will then receive a text verification code which can be used to reset your password.



Please choose the contact method we should use for verification:

Answer my security questions

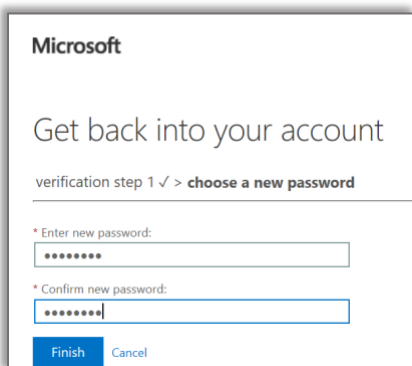
In what city was your first job?

What is your favorite food?

In what city does your nearest sibling live?

4. Enter a new password using these requirements:

- you have not used it previously during the last 8 resets
- contains at least 7 characters
- contains at least 1 number or 1 letter



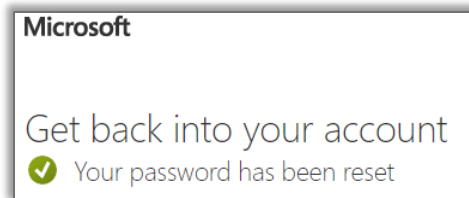
Microsoft

### Get back into your account

verification step 1 ✓ > choose a new password

\* Enter new password:

\* Confirm new password:



Microsoft

### Get back into your account

✔ Your password has been reset

5. You will receive the email notification below. Please update all your devices with the new password.

### Password reset notification

The password on your account has recently been reset. If you performed this password reset, then this message is for your information only.

- **User ID:** username@sgasd.org

**If you are not sure you or your administrator performed this password reset, then you should contact your administrator immediately.**

**Remember: Make sure you update all of your devices (phones, tablets, and PCs) with your new password!**

Sincerely,  
*The Azure Active Directory Team*

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