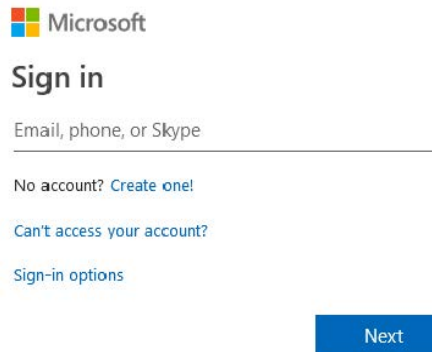


Self-Service Password Reset Registration

1. Browse to: <https://aka.ms/ssprsetup>

2. Enter your email address:



Microsoft
Sign in

Email, phone, or Skype

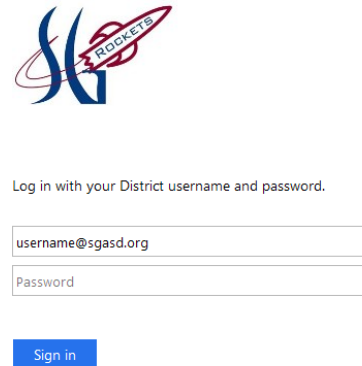
No account? [Create one!](#)


[Can't access your account?](#)

[Sign-in options](#)

Next

2. Log in to the district site with your email address and password.





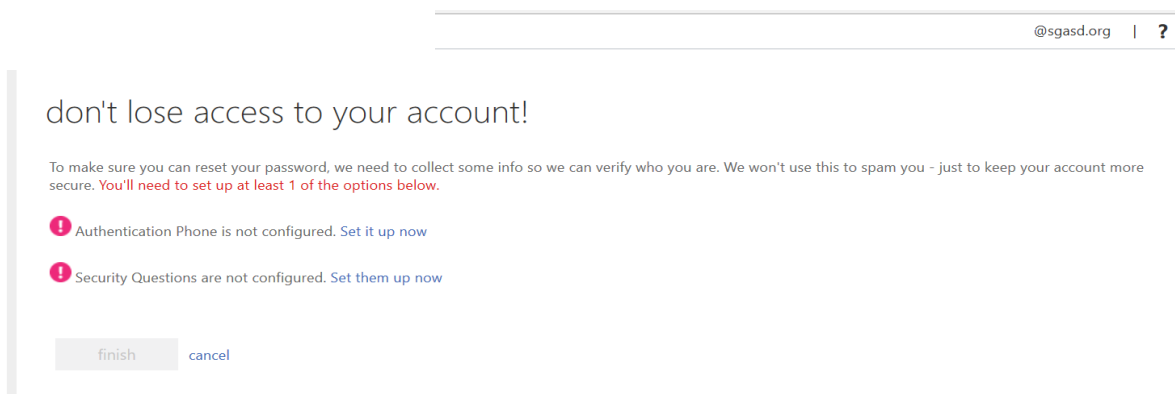
Log in with your District username and password.

username@sgasd.org

Password

Sign in



3. Set up your account information to ensure security.



@sgasd.org | ?

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 1 of the options below.**

-  Authentication Phone is not configured. [Set it up now](#)
-  Security Questions are not configured. [Set them up now](#)

finish cancel

Note: We recommend you set up both Cellphone and Security Questions at this time. It takes a bit longer for the initial set up, but you will appreciate having the option later. Choose to set up the Cellphone option first.

4. Enter your cellphone information

Microsoft

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Select your country or region

Enter your authentication phone number

text me call me

back

You can choose between having the verification code sent to you as a text or by email.



5. Verify

Microsoft

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

7176347286

text me call me

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

987716

verify try again

back

6. Set up security question information

Microsoft

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✓ Authentication Phone is set to +1 7176347286 [Change](#)

! Security Questions are not configured [Set them up now](#)

finish cancel

Note: Answers to questions are **case sensitive**. You must set up all 5 questions but if you use this method to reset your password, you will only be asked to answer a combination of any 3.



don't lose access to your account!

Please select questions to answer below. *Your admin requires you to set up 5 questions, and answers must be at least 3 characters long.*

Security question 1



Security question 2



Security question 3



Security question 4



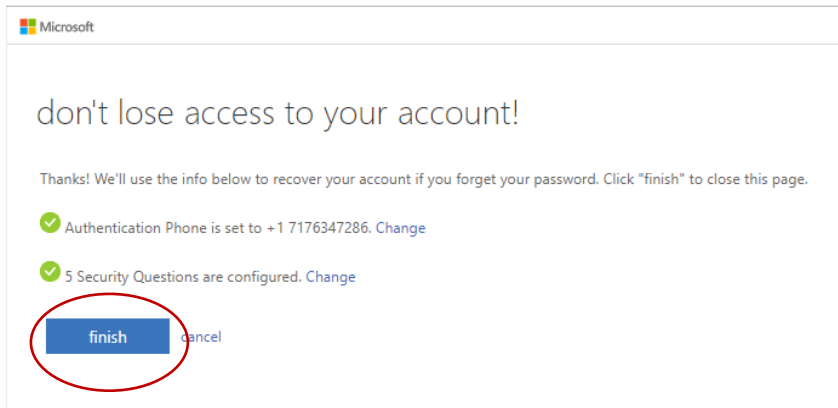
Security question 5



save answers

back

7. Click finish.



8. The password self-registration process is now complete. The next time you reset your password, you can go to the link on the website and you will be prompted for either your cell phone number, or answers to your security questions, depending on what you chose above.