Instructions for setting up Self-Service BaruchMail Password Recovery Profile for Office365

CUNY and Microsoft have provided a self-service password reset tool to allow you to reset your email password at any time. In order to activate the self-service password reset tool, you must setup your profile and register your notification and contact preferences.

**Step 1:** Go to [http://aka.ms/ssprsetup](http://aka.ms/ssprsetup) and type in your Baruchmail address and click continue.

**Step 2:** Select “Work or school account”.

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*Image of Azure interface showing sign-in page and selection of account type.*
Step 3: Enter your password and click sign in.

Step 4: Once you have logged in you will be asked to set up at least one option listed. To configure one of the options, select Set it up now and follow the instructions.

Note: For the email and phone configuration you will be provided a verification code that must be entered in order to complete the set up.

Step 5: Once your authentication methods are configured, click Finish. This is a one-time process and will not need to be updated unless there have been changes to your authentication methods such as a new phone number and/or email.

If you have any problems, please do not hesitate to contact the Baruch College Computing & Technology Help Desk for assistance.