Updating Information on Self-Service Password Reset for Office 365

If there has been a change to the information configured to be able to reset your Office 365 password, you must update it to reflect the most recent information.

**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”.
Step 3: Enter your password and click sign in.

Step 4: To update your information click on Profile and select Register for Password Reset.
Step 5: To update the current configured information click on change.

Microsoft Azure

*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. Your admin requires you to set up at least 1 of the options below.

- Authentication Phone is not configured. Set it up now
- Authentication Email is set to js123456@gmail.com. Change
- 3 Security Questions are configured. Change

Step 6: Once you have updated your information click finish.

If you have any problems, please do not hesitate to contact the [Baruch College Computing & Technology Help Desk](mailto:techhelpdesk@baruch.cuny.edu) for assistance.