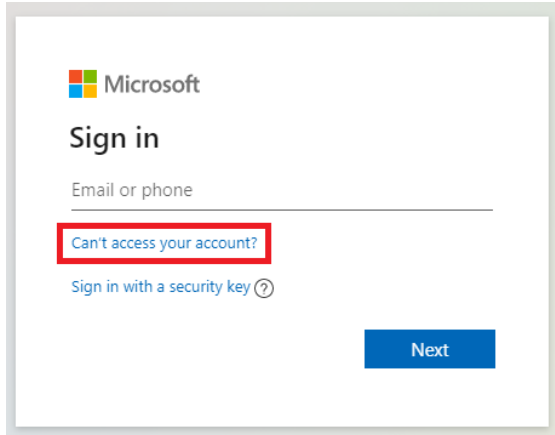


Office 365 Password Reset

If you forget your password or are unable to access your account please use the link below and follow these instructions.

<https://login.microsoftonline.com/>

At the link above, select the option 'Can't access your account?'



Enter your Office365 user ID and the verification code, your user ID is the same as your Trocaire email address ex. StudentBob@trocaire.edu

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.

Next

Cancel

Select a contact method for verification for a code to be sent. The options listed were provided when the account was set up, either a phone number or an alternate email account.



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

| | |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="radio"/> Email my alternate email | <p>What email would you like to use for verification?</p> <input checked="" type="radio"/> Email me at mi*****@trocaire.edu <input type="radio"/> Email me at mj*****@gmail.com |
| <input type="radio"/> Text my mobile phone | |
| <input type="radio"/> Call my mobile phone | |
| <input type="button" value="Next"/> | |

[Cancel](#)

After entering the code from one of your alternate contact methods you can create a new password. Be sure to adhere to the password guidelines listed below.



Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

strong

* Confirm new password:

A strong password is required. Strong passwords are 8 to 256 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.

You will see the screen below when you have entered an acceptable password, click the link to access your account with the new password.



Get back into your account

✔ Your password has been reset

To sign in with your new password, [click here](#).