Self Service Password Reset Using Outlook email

1. Go to Outlook Web Email.
2. Click on “Forgot your password?”

3. Enter your username and click Continue.

4. Click Continue.
5. You will need to answer the questions that you answered in the enrollment process.

6. Fill in the **One-Time Password (OTP)** that you received via text message.

7. You will be asked to type in a new password (Must be 8 characters or longer with three out of four of the following criteria including an upper case letter, a lower case letter, a number, and/or a special character (!, #, $,%)).
8. Click the “Click here to try to continue logging in.” and you are done.