Password Reset Enrollment

1. Log onto your Outlook email.
2. Once you see the screen below, click Continue.

3. Next, fill in the answers to at least three of the questions from BOTH pages using the >> button for question 6) and 7), then click Continue.

4. Once you see the message below, click on the “Click here to try to continue logging in” link. This will send you to a page to enter your phone number.
5. You have the option of enrolling your cellphone in the password reset tool. This will allow us to text you a one-time use password when you forget your password. This step is optional. If you choose not to enroll a cellphone click on the Permanently Suppress Reminders button so you will not be prompted again. Fill in the space for your Phone Number. Then click Continue. (If you choose that your phone cannot receive SMS/text messages, you will receive a voice call instead).

6. Fill in the One-Time Password with the number you receive via text message. Then click Continue. If you did not enroll a cellphone then skip to step 8.
7. Go to the **Click here to try to continue logging in** link and this will take you to another page to enter an email address.

8. Enter an **ALTERNATE** email that is **not** your Regis email. Then click **Continue**.

9. Enter the **One-Time Password** that you received via email, then click **Continue**.

10. Click on the **Click here to try to continue logging in** link. This is the last step.