CHANGING YOUR SELF SERIVCE PASSWORD RESET SECURITY INFORMATION

1.) Sign into your account by going to http://myapps.microsoft.com. Make sure to enter your email address as PID@vcom.edu, where PID=your VCOM username.

2.) Select your name and icon from the upper right corner of the page and the select "Profile".
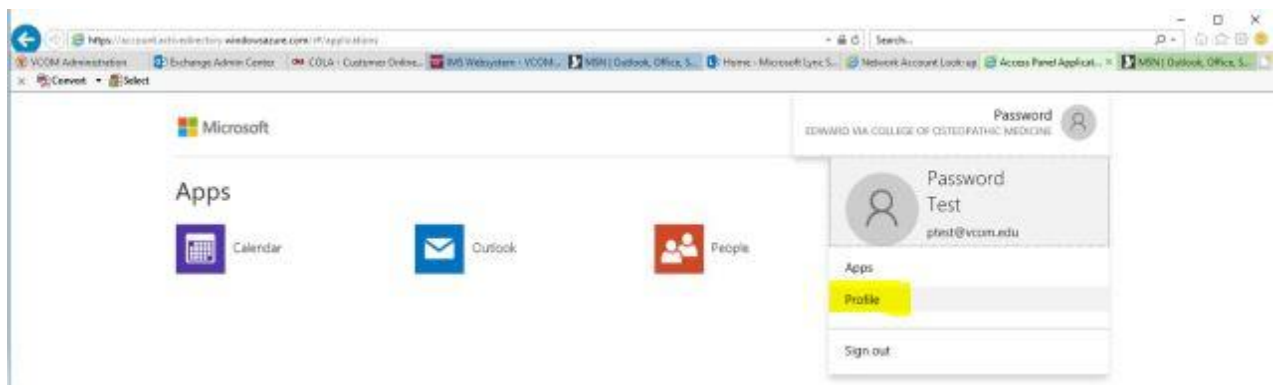
3.) In the "Manage Account" section, click "set up self service password reset.
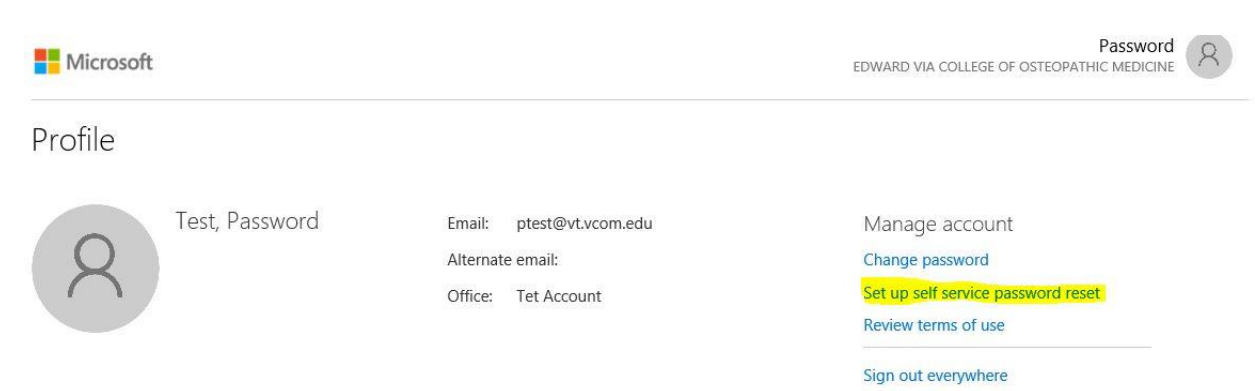
4.) You may need to re-enter your VCOM credentials at this point.
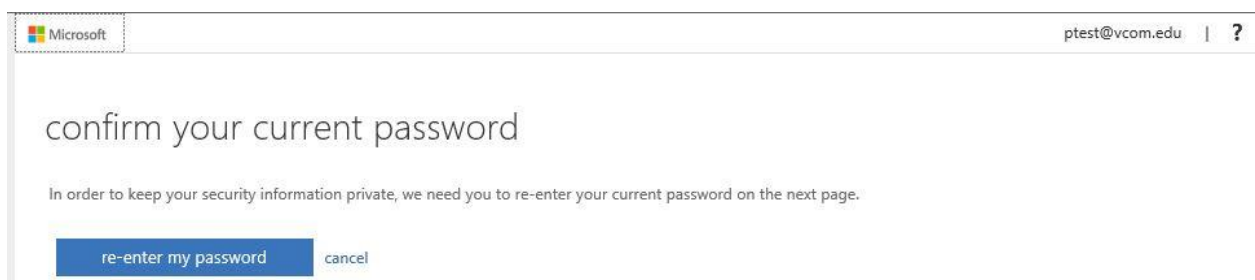
5.) Sign in with your normal VCOM username and password.

6.) For the item you wish to update, click the "Change" link beside it.

7.) If you need to update your security questions, click the "Select a new question" link beside the one that you need to update. You can pick the same question, but this allows you to change the answer you originally provided.

don't lose access to your account!

Please select questions to answer below. Your admin requires you to set up 4 questions, and answers must be at least 3 characters long.

Security question 1

What is your mother's middle name?

•••••••••••••   Select a new question

Security question 2

What is your favorite food?

•••••••••••••   Select a new question

8.) Click Save and you're done!

Microsoft

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