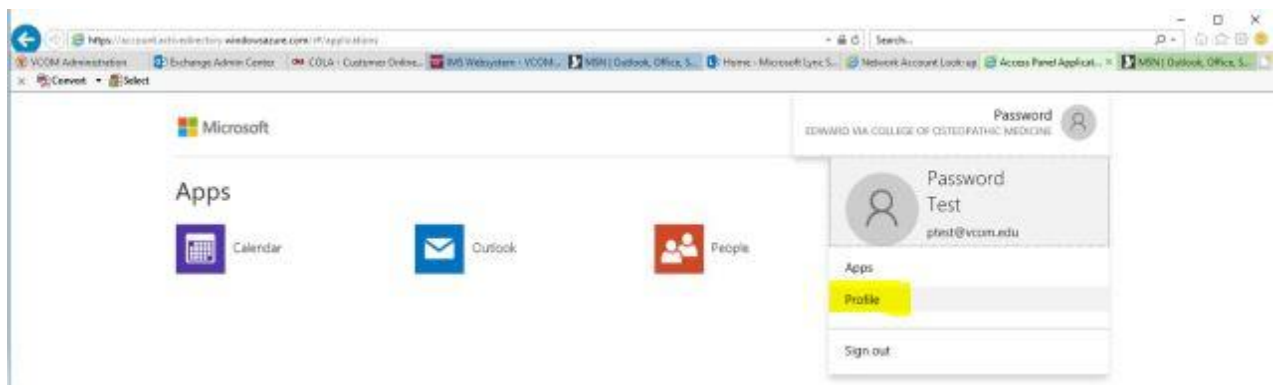
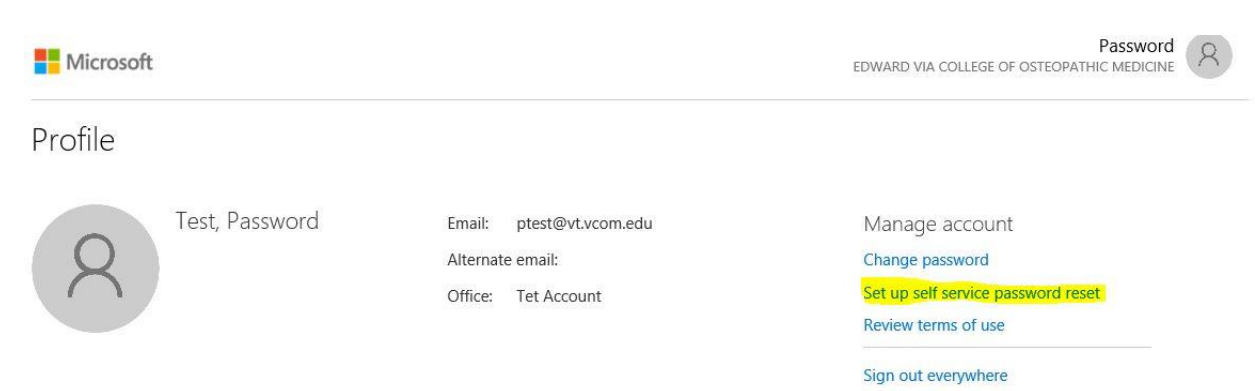


# CHANGING YOUR SELF SERVICE PASSWORD RESET SECURITY INFORMATION

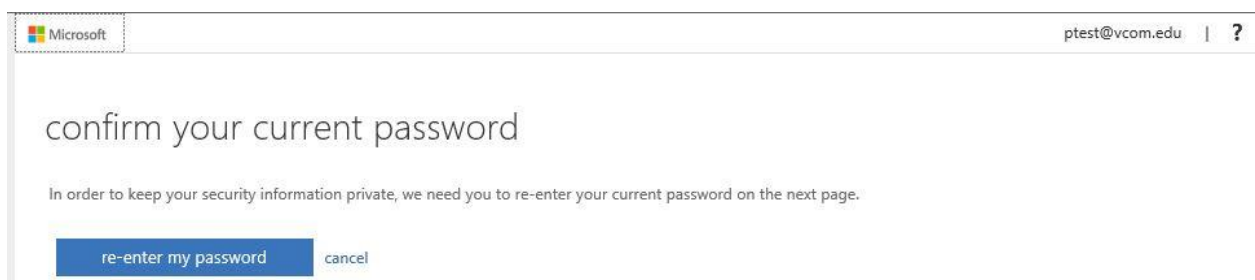
- 1.) Sign into your account by going to <http://myapps.microsoft.com>. Make sure to enter your email address as [PID@vcom.edu](mailto:PID@vcom.edu), where PID=your VCOM username.
- 2.) Select your name and icon from the upper right corner of the page and the select "Profile".



- 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.

Sign In

VCOM

Type your user name and password.

User name:  Example: Domain\username

Password:

Sign In

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

Microsoft

ptest@vcom.edu | ?

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. You'll need to set up at least 2 of the options below.

- ✓ Authentication Phone is set to +1 5403207421. [Change](#)
- ✓ Authentication Email is set to brewerg@gmail.com. [Change](#)
- ✓ 5 Security Questions are configured. [Change](#)

looks good cancel

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!