Step 1:

In order to change or reset your password, you must first log into iConnect and click on the Office 365 icon where it will take you to the login page. From there, click on theForgot Password link.

Step 2:

The Self Service Password Manager (SSPM) should appear, before you can reset your password, you must set up your profile and create your security questions. If you have not yet done so, please refer to the “How to register for SSPM” tutorial on the Office 365 Blackboard site. If you have already set up your security questions, click on the reset password link next to the key under the sign in area.

Step 3:

In the next screen, enter in your domain username which is the same username you would use to log into your Office 365 account.

Step 4:

Please note, you only have 5 minutes to complete this next part of the operation.

The next step is to answer the security questions you set up when you registered to the Self Service Password Manager (SSPM). When both questions are answered, click on continue at the bottom of the Security Questions box where you will now have to enter in a new password. Once you choose a new password and confirmed it, click on the Reset Password button to complete the changes. Now you should be able to log into your Office 365 account.