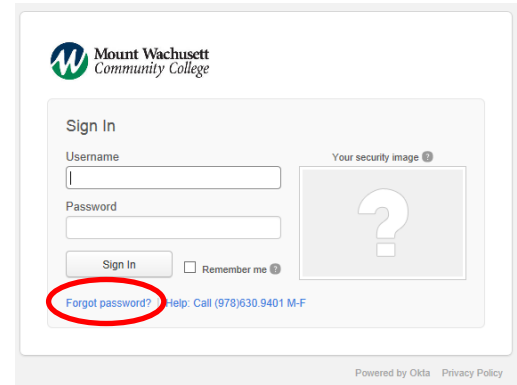


How to reset your Office 365 password

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 the Forgot Password link.



Mount Wachusett Community College

Sign In

Username

Password

Remember me

[Forgot password?](#) Help: Call (978)630.9401 M-F

Powered by Okta Privacy Policy



Welcome to MWCC'S self service password manager (SSPM).

This tool will help MWCC employees' reset their password in case their account becomes locked or the account requires a password reset.

MWCC employees are required to enroll in SSPM prior to resetting their passwords.

If you need further instruction, job aids are available in the Office 365 course on Blackboard @ iConnect.mwcc.edu.




Sign in

User Name:

Password:

Log on to: GARDNER

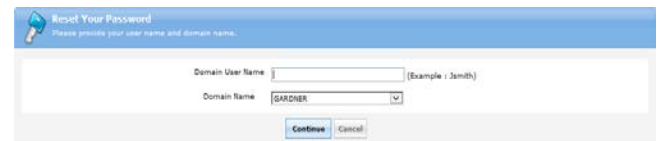
 [Reset Password](#)
Reset your forgotten password

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.



Reset Your Password

Please provide your user name and domain name.

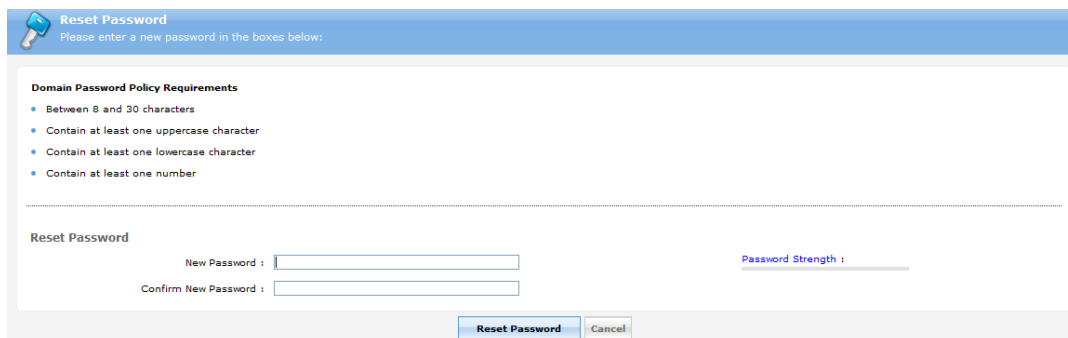
Domain User Name: (Example: Jamith)

Domain Name: GARDNER

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.



Reset Password

Please enter a new password in the boxes below:

Domain Password Policy Requirements

- Between 8 and 30 characters
- Contain at least one uppercase character
- Contain at least one lowercase character
- Contain at least one number

Reset Password

New Password:

Confirm New Password:

Reset Password