

Self Service Password Reset

Need to Reset Your Password: Visit

<https://passwordreset.microsoftonline.com/>

Register for Self-Service Password Reset (SSPR)

To use Self-Service Password Reset, ensure you have at least two alternate authentication options set up in your Microsoft Profile, aside from your password. This is typically done during the initial [Microsoft Multi-Factor Authentication](#) (MFA) enrollment.

It's a good practice to register alternate sign-in methods to ensure you can reset your password if needed.

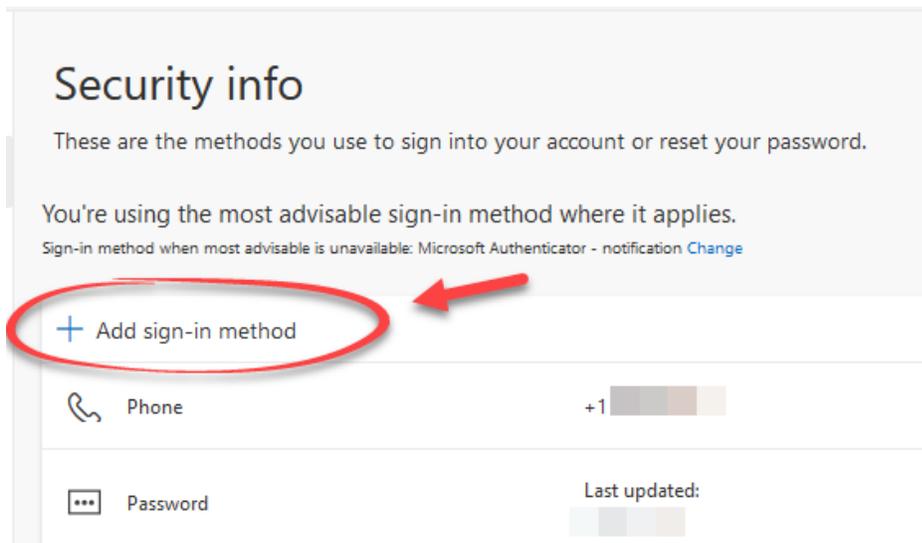
You can view all your registered sign-in methods by visiting the Security Info section of your Microsoft profile.

Visit <https://mysignins.microsoft.com/security-info>

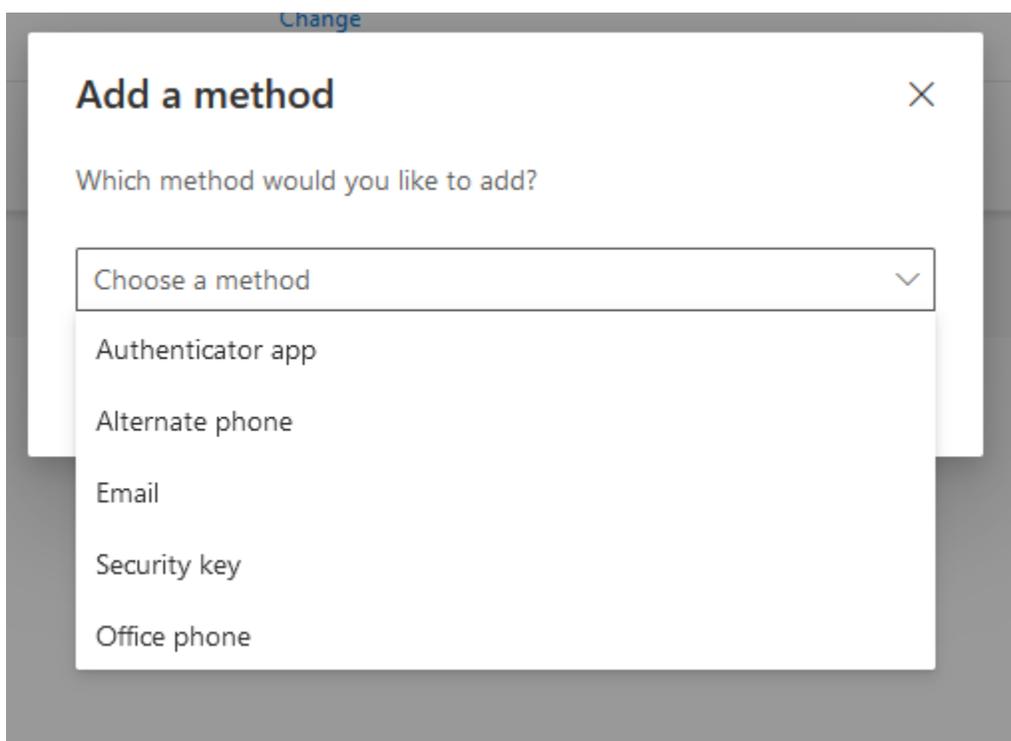
Login using your **@my.gulfcoast.edu** email address and password

Enter your response to "Stay signed in?" Recommended: If you are on a shared computer select "No".

Select + **Add sign-in method**



3. Choose the **Additional MFA** option you want to add to your account



4. Select **Add**

5. Follow the prompts to enroll the backup device or phone number.

Available Options:

- **Authenticator App:** Microsoft Authenticator can be installed on secondary phones or tablets and associated with your account for MFA
- **Alternate Phone:** Can be an alternate phone number (Cellular, Landline or VoIP)
- **Email:** Can be an alternate email address you have access to which you can verify yourself from
- **Security Key:** a personally owned FIDO2 device key such as a Yubikey, Titan Security Key or Windows Hello
- **Office Phone:** Useful if you have a phone number and direct extension