Resetting your Gettysburg College Account Password

1. At the Office 365 login Page, Select **Forgot my Password**

   ![Microsoft Password Reset](image)

   This link can also take you to the password reset page shown below:

   [https://passwordreset.microsoftonline.com/](https://passwordreset.microsoftonline.com/)

2. You will be redirected to a similar page, make sure your User ID is correct (ex. [Jdoe01@gettysburg.edu](mailto:Jdoe01@gettysburg.edu)) and Enter the characters shown. Click **Next**.
3. You’ll be directed to this page, where you will need to complete the 2 step verification process, via phone call/text and email (When setting up your alumni account, you set this up).

Microsoft

Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

- Email my alternate email
- Text my mobile phone
- Call my mobile phone

You will receive an email containing a verification code at your alternate email address (to*****@gmail.com).

Email

Cancel
4. When you’ve successfully completed the 2-Step Authentication process, you will now be able to choose a new password. The page looks like this. New Passwords need to be at least 8 characters in length, and must have at least one upper case letter, lower case letter, number or symbol. Click Finish when you’ve entered/confirmed a new password.