Resetting your Gettysburg College Alumni Account Password

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

![Microsoft Login Page](image)

2. You will be redirected to a similar page, make sure your User ID is correct (ex. **Jdoe01@alumni.gettysburg.edu**) and Enter the characters shown. Click **Next**.

![Get back into your account](image)
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

   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. Click Finish when you’ve entered/confirmed a new password.

   Microsoft

   Get back into your account

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

   * Enter new password:
     
   * Confirm new password:
     
   Finish Cancel