Resetting your Gettysburg College Alumni Account Password

(For Alumni graduating in 2014 and later)

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](mailto: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