CHANGING YOUR SELF SERVICE PASSWORD RESET SECURITY INFORMATION

- 1.) Sign into your account by going to <u>http://myapps.microsoft.com</u>. Make sure to enter your email address as <u>PID@vcom.edu</u>, where PID=your VCOM username.
- 2.) Select your name and icon from the upper right corner of the page and the select "View Account".

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3.) In the "Password" section, click "Change Password"

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g ^p Give feedback		Disable a lost device and review your connected devices.	See all the organizations that you're a part of.	See when and where you've signed in and check if anything looks unusual.
		MANAGE DEVICES >	MANAGE ORGANIZATIONS >	REVIEW RECENT ACTIVITY >
	Sign out everywhere			

4.) A dialog box will appear to enter your new password. See VCOM password requirements below.

VCOM Password Requirements	
 Password needs to be at least 12 characters in length It cannot contain spaces It cannot contain your name It must contain at least one each of three of these four types of characteration at least one each of three of these four types of characteration at least one each of three of these four types of characteration at least one each of three of these four types of characteration at least one each of three of these four types of characteration at least one each of three of these four types of characteration at least one each of three of these four types of characteration at least one each of three of these four types of characteration at least one each of three of these four types of characteration at least one each of three of these four types of characteration at least one each of three of these four types of characteration at least one each of three of these four types of characteration at least one each of three of these four types of characterateration at least one each of three of these four types of characteraterateraterateraterateraterateratera	ers:
Change your password User ID @vcom.edu New password	×
Confirm new password	&
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5.) Click Submit and you're done!