



Self-Service Password Reset (SSPR)

This user guide will help orient Management, Staff & Faculty on how to properly reset passwords

NOTE: If you experience problems in installation, please raise a JIRA ticket.

Contents

Summary	3
1. SSPR setup process	4

Summary

(SSPR) is an Azure Active Directory (AD) feature that enables users to reset their passwords without contacting IT staff for help.

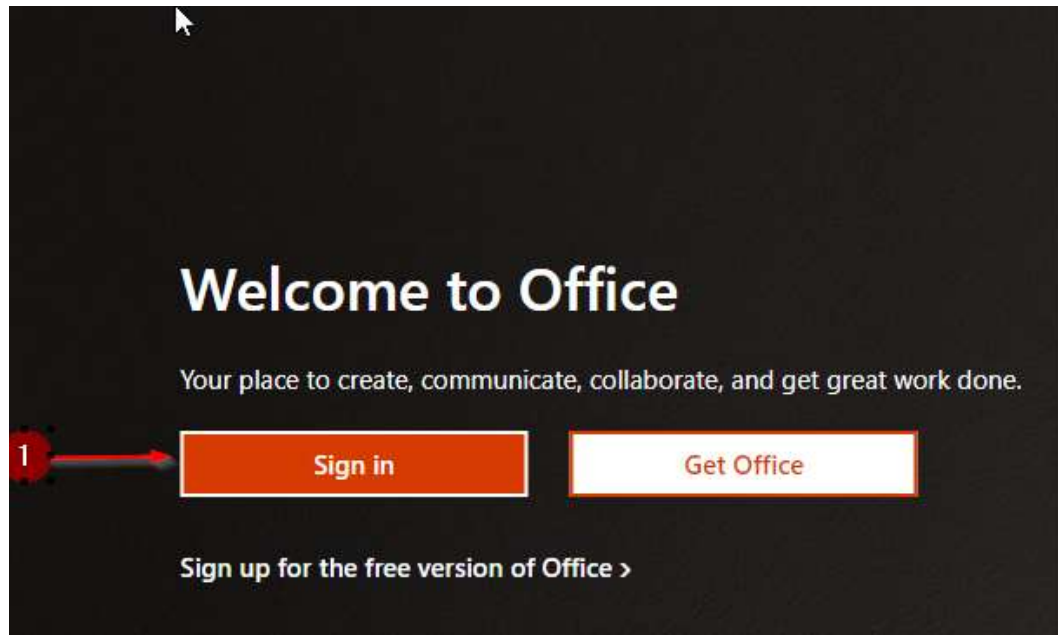
Users who have MFA (multi-factor authentication) working on their College account can now access this feature.

Users can access the Azure portal through a web browser and easily reset their Azure AD password:

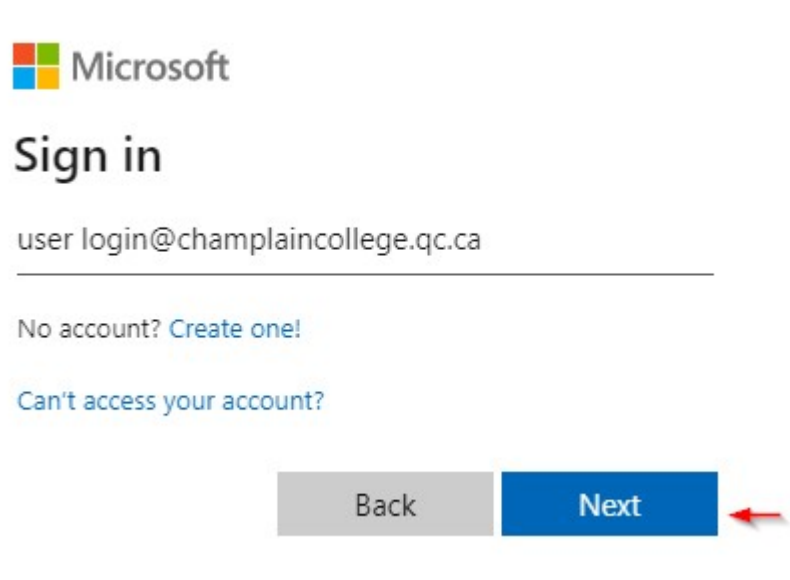
<https://login.microsoftonline.com/>

1. SSPR setup process

1. Click on the following link: <https://login.microsoftonline.com>



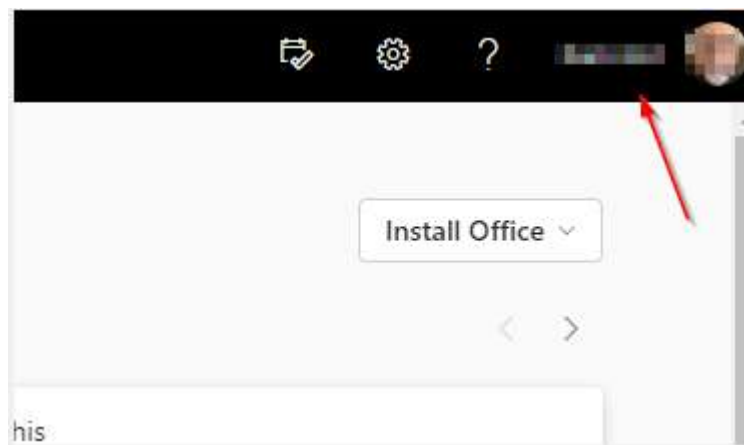
2. Sign in to your Microsoft College account using @champlaincollege.qc.ca



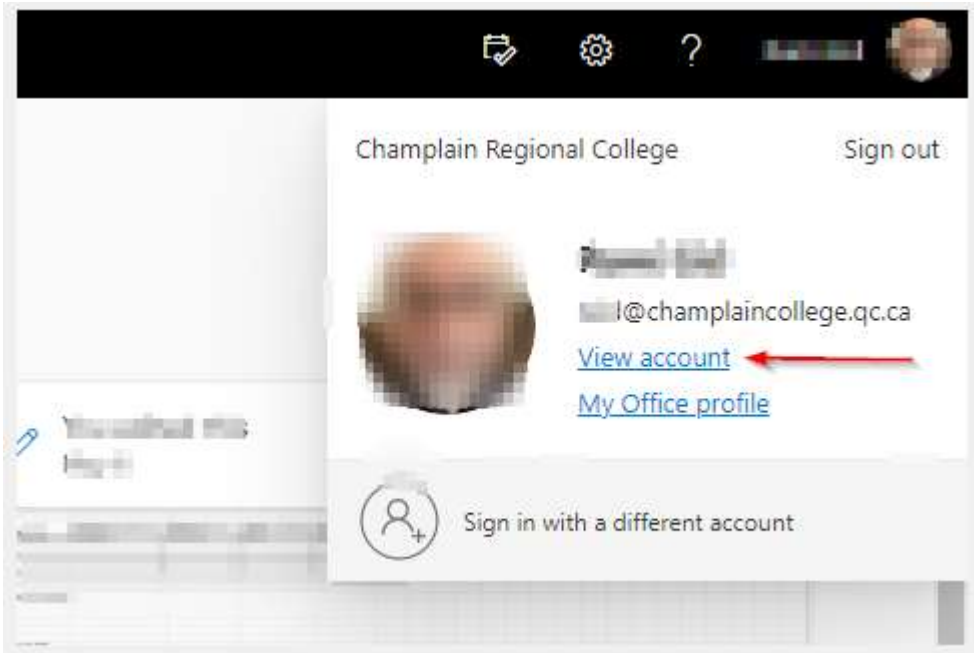
3. Enter your current (old) password



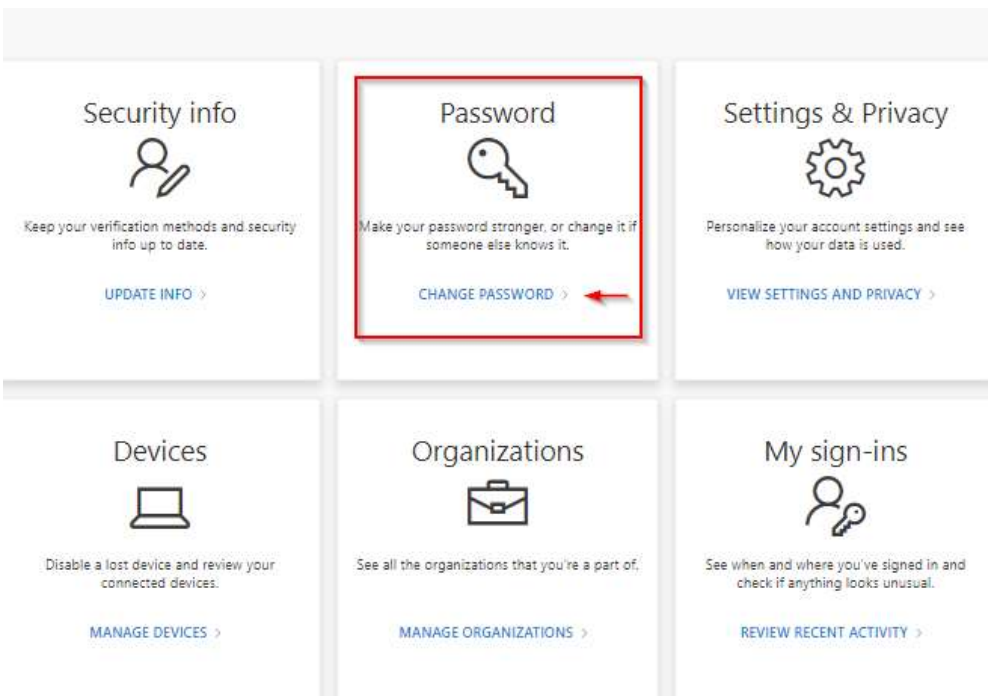
4. On the top right corner, click on your profile name



5. Click on view account



6. Click on Password



7. When the Change password screen appears, key in your old password, followed by your new password. Remember to enter a complex password according to the rules surrounding password complexity as outlined in the Password Change Guide. You will enter the new password a second time and click on submit.



Change password

User ID

reid@champlaincollege.qc.ca

Old password

Create new password

Confirm new password

Submit

Cancel

8. Log into your system as usual, now using your new password that you just created and submitted.