

SELF SERVICE RESET PASSWORD EMAIL OFFICE365 FOR EMPLOYEE

1. Sign in ke akun email anda, isi uername dan klik next



Sign in

testing2@atmajaya.ac.id

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Back

Next

2. Masukkan password anda, lalu klik sign in.



← testing2@atmajaya.ac.id

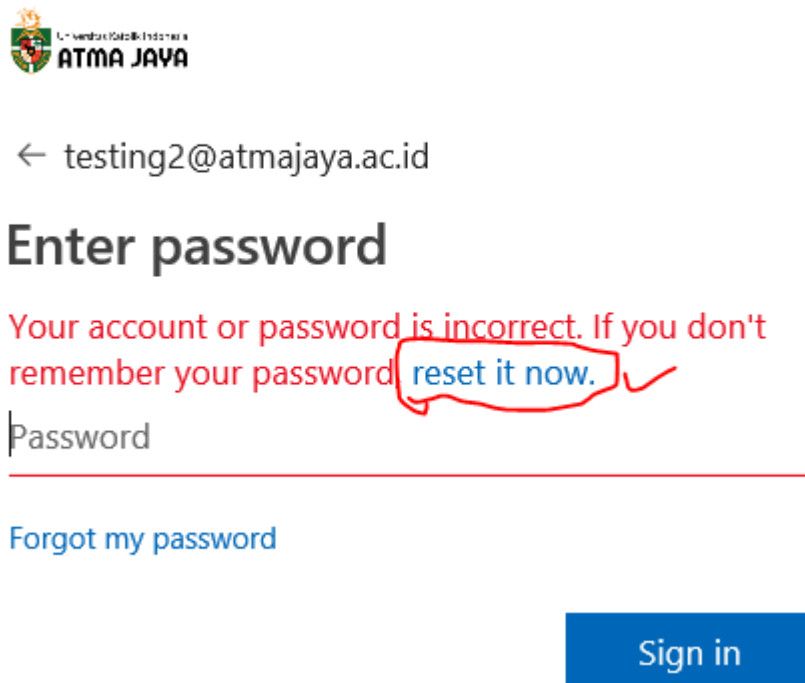
Enter password

Password

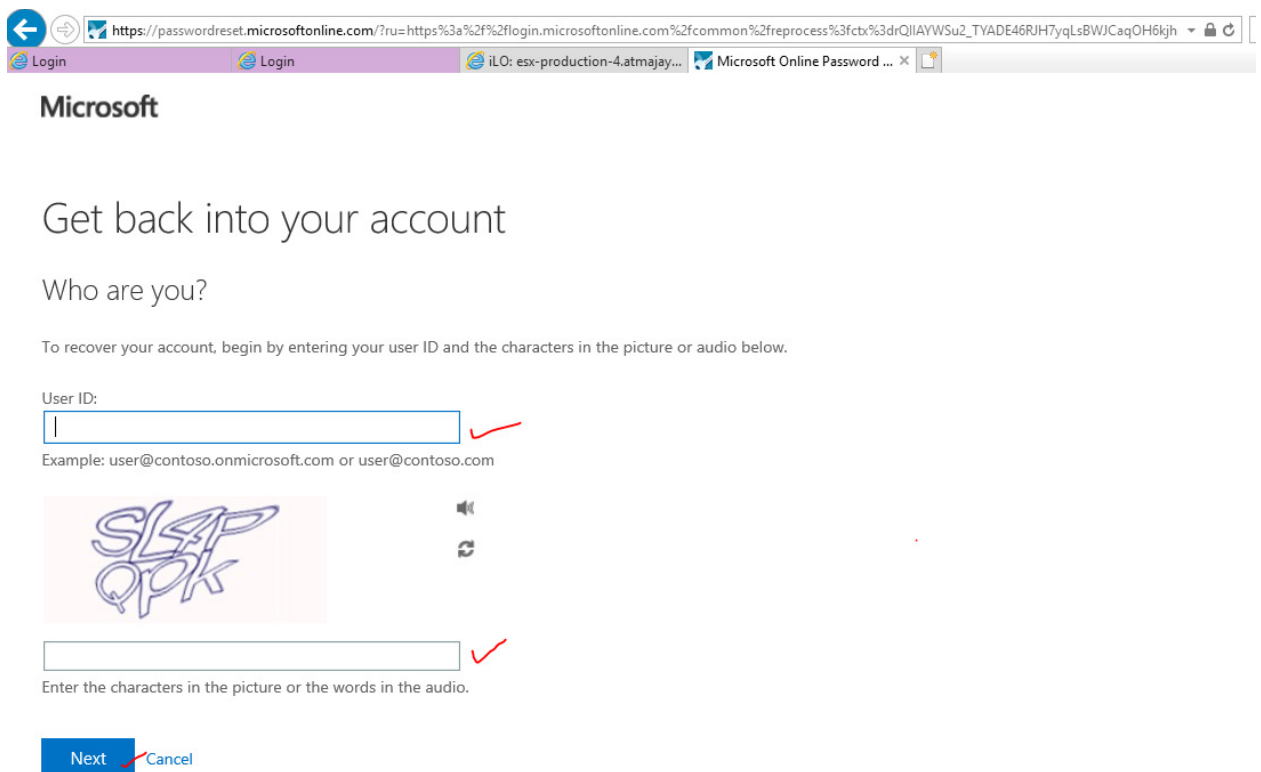
[Forgot my password](#)

Sign in

3. Jika muncul error seperti gambar di bawah ini, atau anda merasa lupa password, klik reset it now



4. Akan muncul web redirect ke <https://passwordreset.microsoftonline.com/>, seperti gambar di bawah ini.



5. Lalu isi UserID : akun email office365 anda dan Masukkan kode captcha seperti yang diminta, lalu klik next

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

testing2@atmajaya.ac.id

Example: user@contoso.onmicrosoft.com or user@contoso.com



SL4PQPK

Enter the characters in the picture or the words in the audio.

Next

Cancel

6. **Ada 3 cara untuk mendapatkan authentication code** yakni :
 - a. Email : masukan email anda dalam kolom yang tersedia, lalu klik email me
 - b. Message mobile Phone : masukan nomor Handphone anda pada kolom yang tersedia kemudian klik text me
 - c. Call mobile Phone : masukan nomor Handphone anda pada kolom yang tersedia kemudian klik call me

Dalam contoh ini, saya memilih kode dikirim lewat message phone,



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

Text my mobile phone

Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (*****87) below. You will then receive a text message with a verification code which can be used to reset your password.

085714287287



Text

7. Check messages di handphone anda, akan ada kode yang dikirim dari Microsoft, lalu kode tsb dimasukan di kolom yang tersedi, lalu klik next



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

<input type="radio"/> Email my alternate email	We've sent you a text message containing a verification code to your phone.
<input checked="" type="radio"/> Text my mobile phone	
<input type="radio"/> Call my mobile phone	

379572

Next Try again Contact your administrator

8. Masukan new password (password baru) yang diinginkan, minimal 8 karakter, case sensitive, terdiri dari Huruf besar, huruf kecil dan angka, lalu klik finish.



Get back into your account

verification step 1 ✓ > choose a new password

* Enter new password:

.....

* Confirm new password:

.....

Finish Cancel

9. Jika sudah berhasil reset password akan muncul tampilan di bawah ini. Dan coba klik here untuk sign in kembali.



Get back into your account

✓ Your password has been reset

To sign in with your new password, [click here](#).