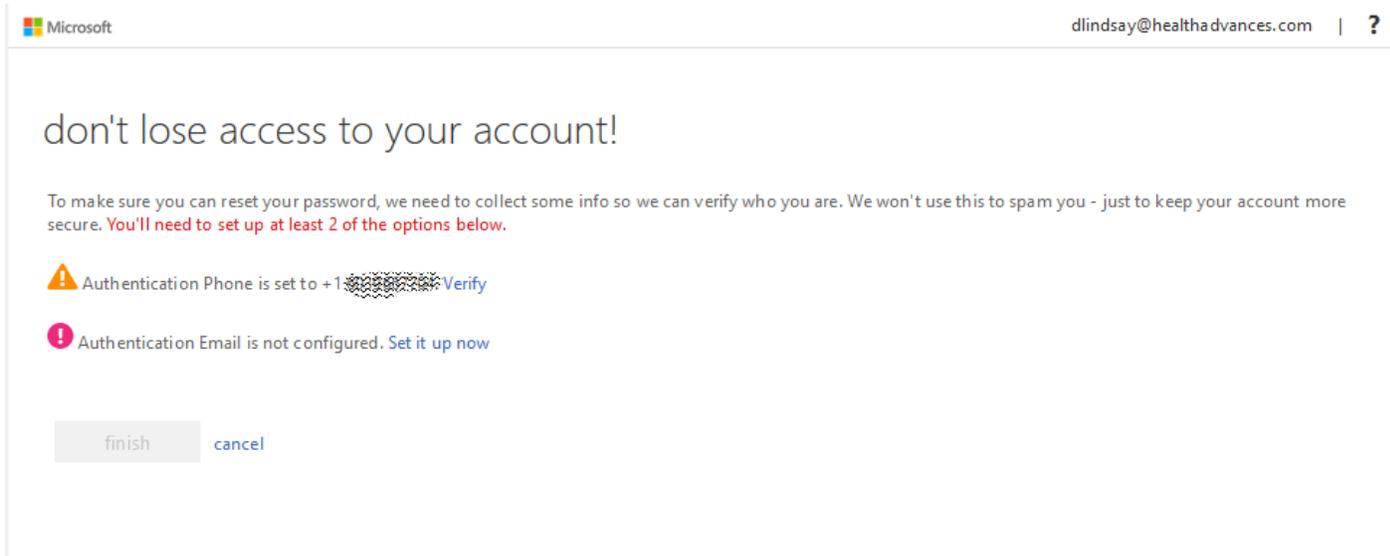


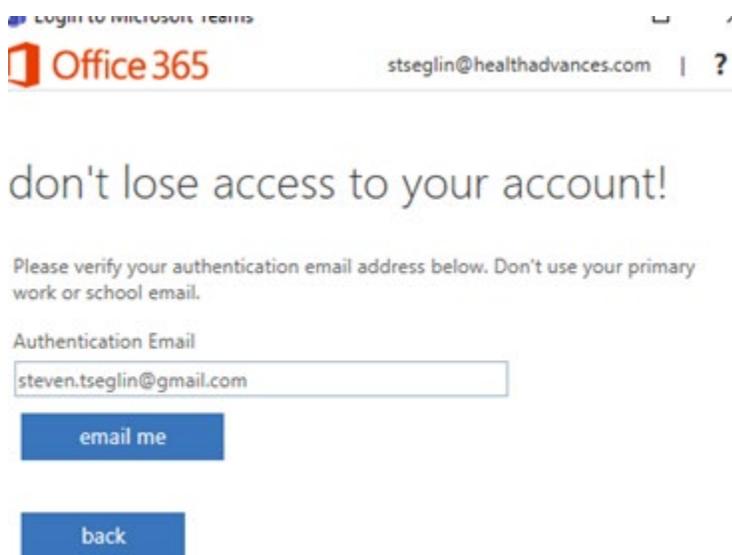
Health Advances IT has enrolled you into Self Service Password Reset.

The next time you sign in to any Office 365 app (such as Teams) or Office 365 Web Portal on any computer you will be prompted to verify your Authentication phone number and set up an Authentication email address. Your Authentication email address needs to be a personal email address and not your Health Advances email address.

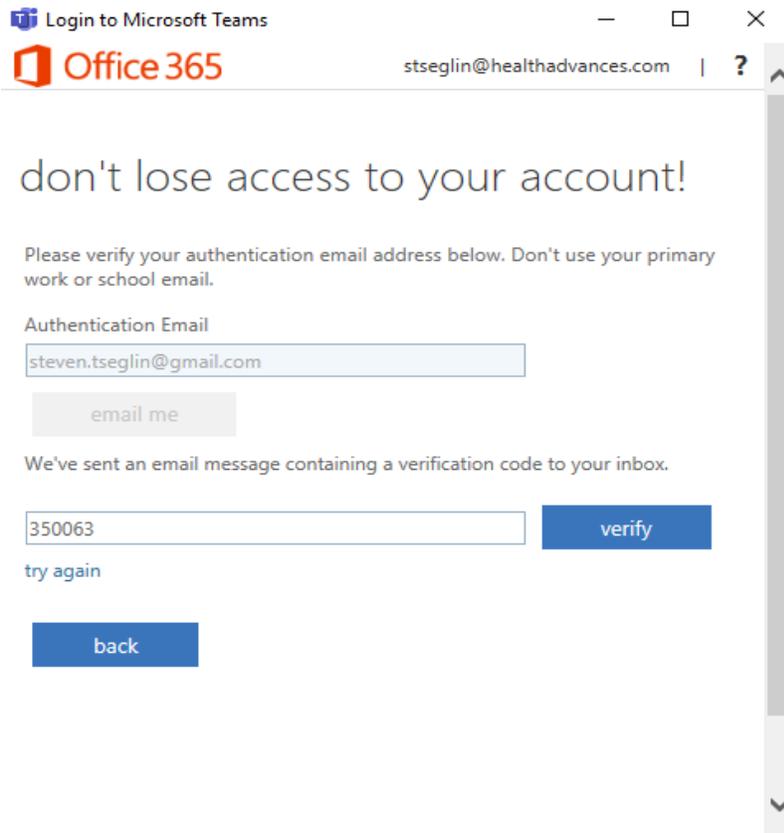
1. Next to **Authentication Email** click **Set it up now**.



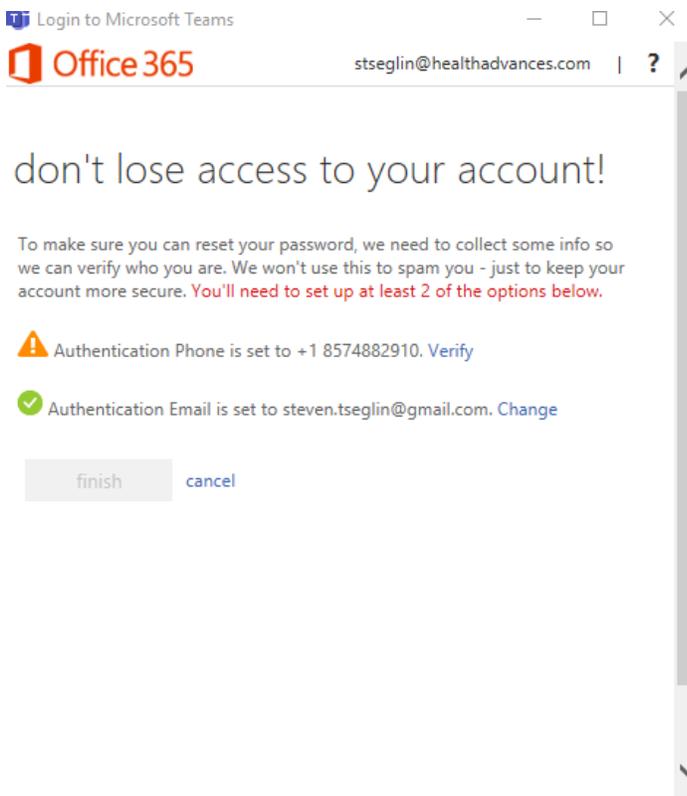
2. Enter an email address to use as your **Authentication Email**. This cannot be your Health Advances email address. You must use a personal email address that you have immediate access to in the event you are locked out of your Health Advances user account or need to reset your Health Advances password. After entering the email address, click **email me** and you will be emailed a one-time verification code.



3. Sign in to the email account that you set as your Authentication Email and find the email from msonlineservicesteam@microsoftonline.com with the subject **Health Advances account email verification code**. Enter the six-digit code in the email and click **verify**.



4. When successfully verified a green check mark will appear next to **Authentication Email** Next click **Verify** next to **Authentication Phone**.



5. From the drop down select the country code associated with your mobile phone number and in the field below enter your 10-digit phone number. Then click **text me** or **call me**, depending on the option you choose you will

receive a text or phone call with the one-time verification code.

Login to Microsoft Teams

Office 365 stseglin@healthadvances.com

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

6. Enter the six-digit verification code and click **verify**.

Login to Microsoft Teams

Office 365 stseglin@healthadvances.com

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

We've sent a text message containing a verification code to your phone.

[try again](#)

7. When successfully verified a green check will appear next to **Authentication Phone**.

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✔ Authentication Phone is set to +1 8574882910. [Change](#)

✔ Authentication Email is set to steven.tseglin@gmail.com. [Change](#)

finish

cancel

You are now set up in self-service password reset.