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.

Microsoft		dlindsay@healthadvances.com	?
don't lose	access to your account!		
To make sure you can secure. <mark>You'll need to</mark> s	reset your password, we need to collect some info so we can verify who you are. We won't use this to spam set up at least 2 of the options below.	you - just to keep your account more	
Auth entication Ph	none is set to +1		
Authentication Em	nail is not configured. Set it up now		
finish c	tancel		

 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.

- Login to microsoft rearns	L /
Office 365	stseglin@healthadvances.com   ?
don't lose acces	ss to your account!
Please verify your authentication e work or school email. Authentication Email	email address below. Don't use your primary
steven.tseglin@gmail.com	-
email me	
back	

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

🗊 Login to Microsoft Teams	- 0	$\times$
Office 365	stseglin@healthadvances.com	? ,
		1
don't lose acce	ess to your account!	
Please verify your authentication work or school email.	n email address below. Don't use your primary	
Authentication Email		
steven.tseglin@gmail.com		
email me		
We've sent an email message co	ntaining a verification code to your inbox.	
350063	verify	
try again		
back		
		~

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.

Authentication phone United States (+1) S774882910 text me call me back Contron Microsoft reams Coffice 365 steglin@healthadvances.com ?? Contro Microsoft reams Contro Microsoft reams Contr	Office 365	stseglin@healthadvances.con	n
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7. When successfully verified a green check will appear next to Authentication Phone.

Office 365

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## 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 Email is set to steven.tseglin@gmail.com. Change



.

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