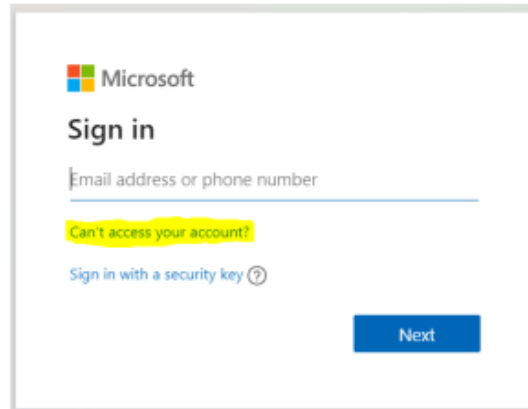


What to do if you forget your password

If you forget your password, simply press “Can’t access you account” from the Microsoft login page.



Run through the process. You will need access to at least one of the devices you registered (authenticator app, personal email or phone number) in order to do this.

If you cannot reset your password because you have not registered for 2 factor authentication, you should email your form tutor. **This is extra work for your teachers and hassle for you. Once you are into your account, you should set-up 2 factor authentication!**

Finally, when choosing a password, it will need a mixture of uppercase and lowercase characters, a number and a special character (!, ?, etc.).

Changing your Password (if you know your current password)

You can do this 2 ways.

From School (using a school computer)

1. Login to a school computer
2. Press ctrl + alt + delete and select the option to change your password

From Anywhere (using any device)

1. Go to <https://myaccount.microsoft.com/>, login with your school email and password
2. Press the option to change your password and change it there.

Finally, when choosing a password, it will need a mixture of uppercase and lowercase characters, a number and a special character (!, ?, etc.).