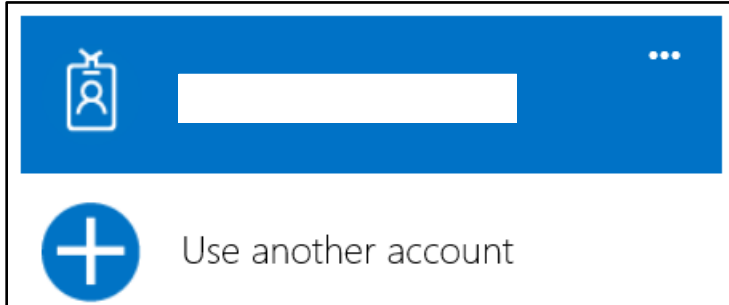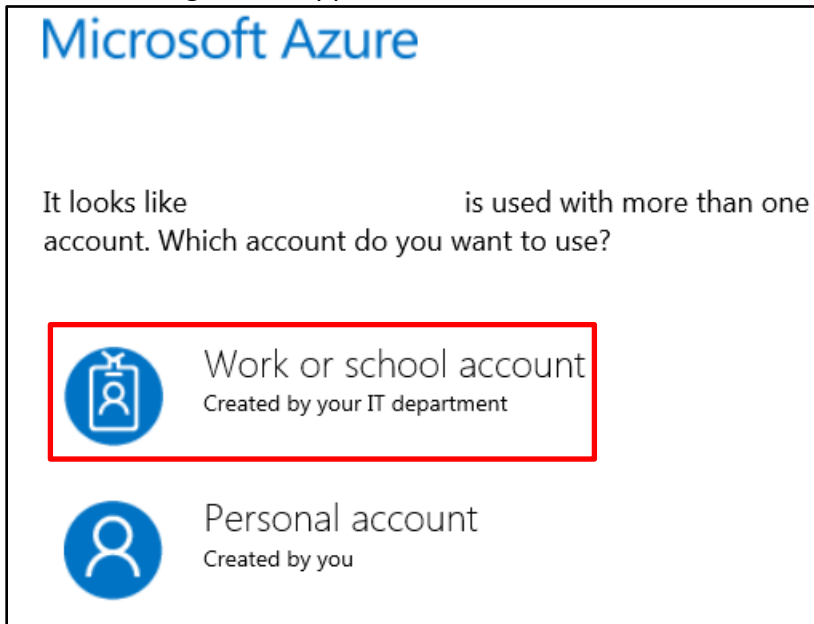Password Reset Self Service will help users to reset their passwords by using alternative identity verification methods such as office/mobile phone, alternate email address and security questions. This step-by-step guide shows you how to configure this new feature.
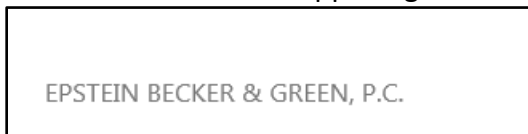
1) Go to http://myapps.microsoft.com.
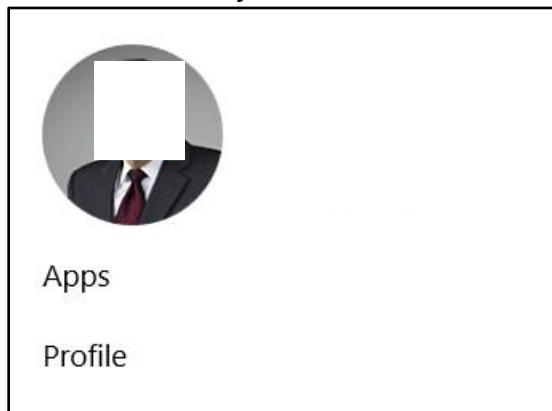
2) Enter (or select) your email address

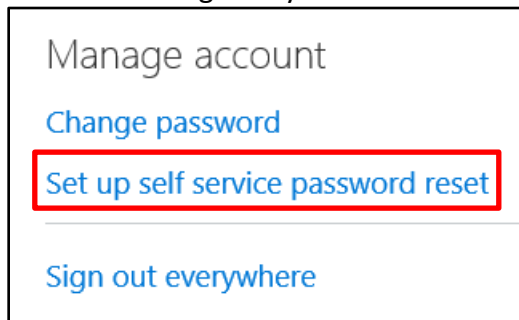3) If the following screen appears, click *Work or school account*
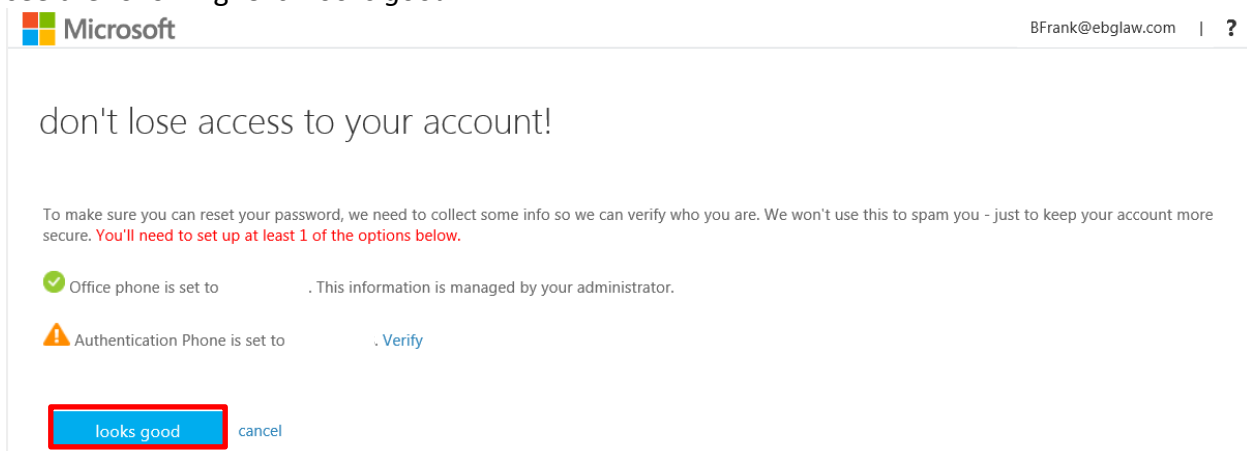

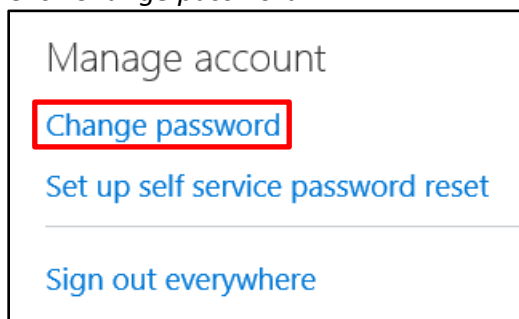4) Click on the link in the upper-right corner.

And then click *Profile*.

5) When accessing the system for the first time, click *Set up self service password reset*

6) If you have previously registered your mobile phone for Multi Factor Authentication (MFA), you will see the following. Click *looks good*.

7) Once again, proceed as per #4, above.
8) Click *Change password*

9) Enter your old password. Then create and confirm a new password. Click *Submit*.

User ID

    ebglaw.com

Old password

Create new password

Confirm new password

submit   cancel

Passwords must be compliant with EBG password policy.