How to Reset Your Password through Outlook:

Passwords are required to be changed every 90 days:
Password rules are as follows:

1. Length at least 8 characters
2. Not previously used
3. Contains at least 3 of the following 4 characteristics:
   a. Lower case letter
   b. Upper case letter
   c. Numeral
   d. Special character

How to set-up for Microsoft Self Service Password Reset:
You can now use OWA to reset your password, but the process will be somewhat different than before.

Microsoft requires registration of at least one validation method and will prompt you to provide it each time you log into OWA until you provide the information it needs. Be sure that you provide your information before you need to use OWA to change your password.

You have the choice of three methods of validation:
1. Cell phone
2. Email address (not the WPU one)
3. Security questions (5 required for setup)

The dialog will look something like this:

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.
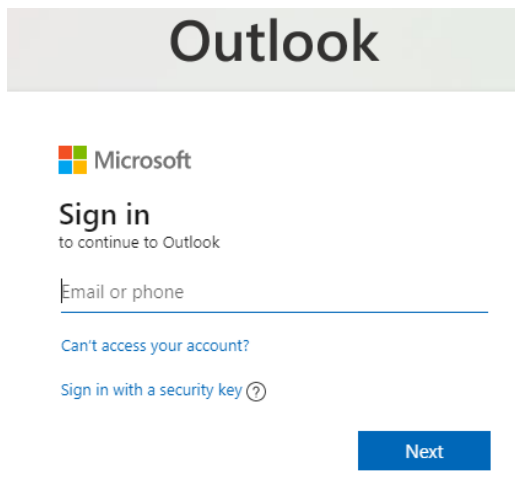
🛑 Authentication Phone is not configured. Set it up now

🛑 Authentication Email is not configured. Set it up now

finish   cancel
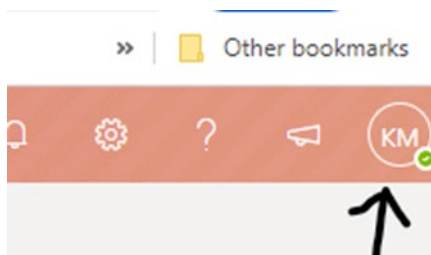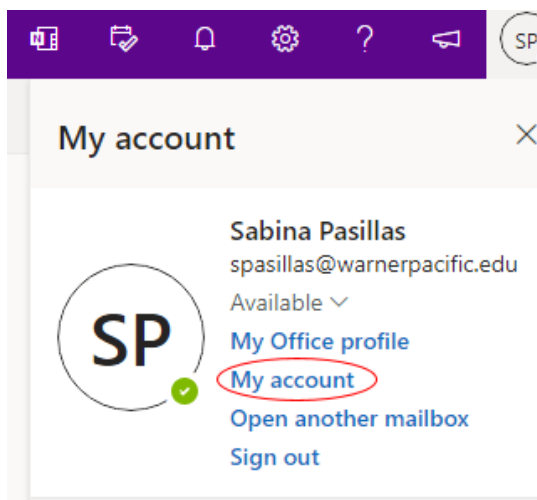
1. Browse to outlook.office.com.
2. Sign in with your full Warner email including @warnerpacific.edu and click "Next".

3. Enter your current password and click "Sign In".
4. In the upper right-hand corner click on the circle icon with your initials inside.

5. Select "View Account" or "My Account" in the upper right hand corner under your name.
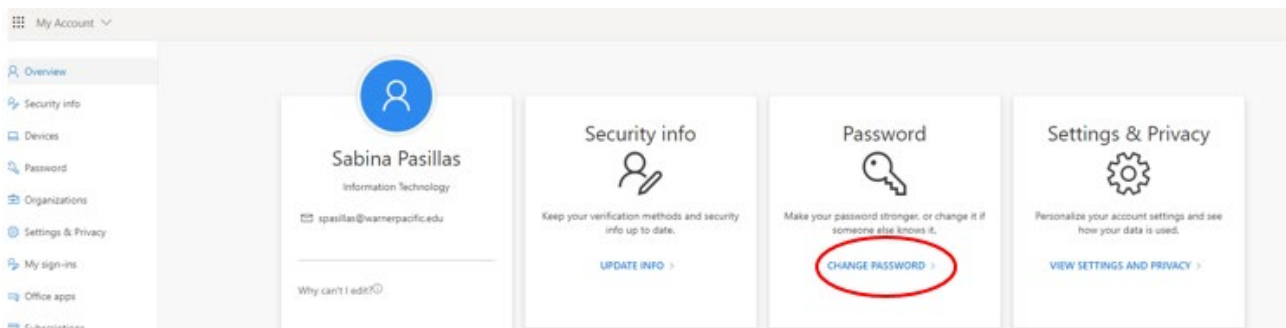
Warner Pacific University   Sign out

KM

Katie Manwell
kmanwell@warnerpacific.edu
<mark>View account</mark>
Switch organization

6. Click change password (if you need to change your security codes select "Security Info/Update Info).

7. You will be asked to verify your account either by a text, email authorization, or security question. After verifying, you will then be prompted to change your password.

change password

User ID
spasillas@warnerpacific.edu

Old password

Create new password

Confirm new password

submit   cancel

8. Create your new password and select "submit".