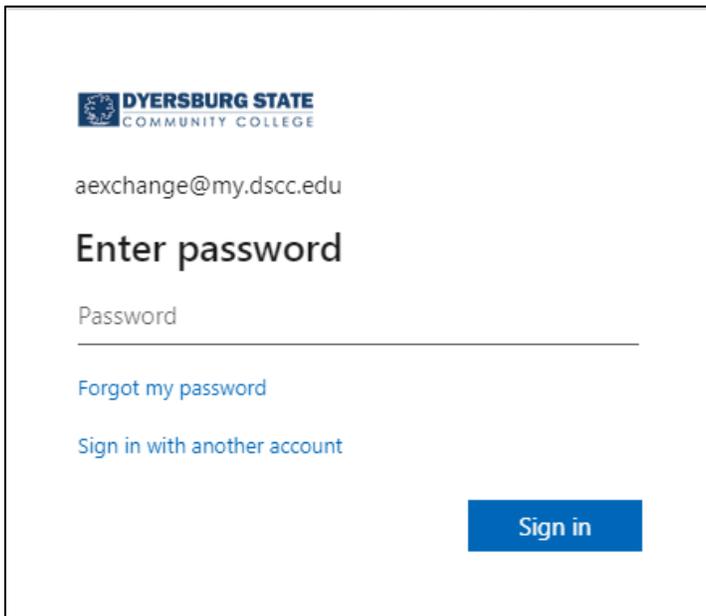


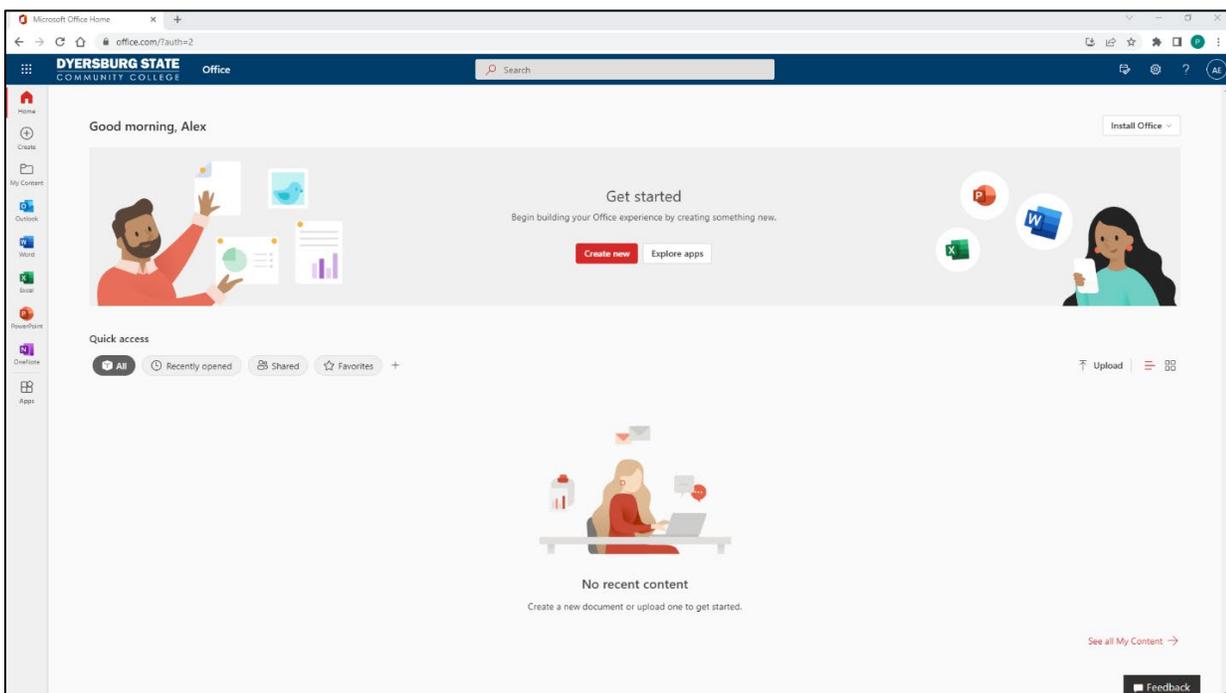
Changing your DSCC password from offsite – if current password is known

1. Go to office.com and choose Sign-In. On the login page enter your DSCC email address and press enter. Choose Work or School account if the option comes up. Enter your DSCC password and press Sign in.

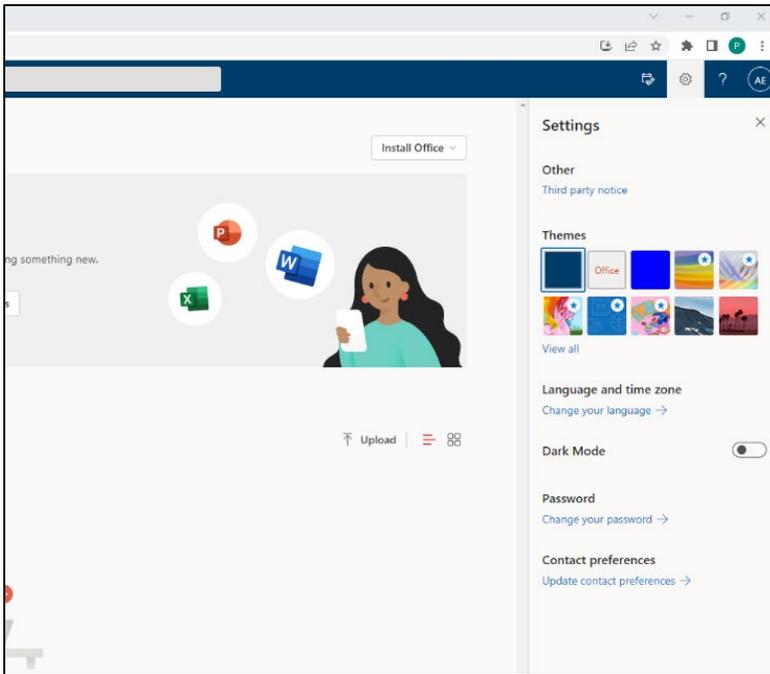


The screenshot shows the Microsoft Office sign-in page for Dyersburg State Community College. At the top left is the college's logo. Below it, the email address 'aexchange@my.dsc.edu' is entered. The main heading is 'Enter password'. There is a password input field with a horizontal line below it. Below the password field are two links: 'Forgot my password' and 'Sign in with another account'. At the bottom right is a blue 'Sign in' button.

2. On the main office.com page choose the gear icon at the top right of the screen.



3. Under the settings menu on the right side of the page, choose “Change your password”.



4. Enter your current password in the “Old password” field and then enter a new password in the “Create new password” and “Confirm new password” fields.

A screenshot of a web browser showing the 'Change password' form. The URL bar contains 'msazure.com/ChangePassword.aspx?BrandContextID=O365&ruO365='. The form title is 'Change password'. Below the title, the 'User ID' is displayed as 'aexchange@my.dsc.edu'. There are three input fields: 'Old password', 'Create new password', and 'Confirm new password'. At the bottom, there are two buttons: a green 'Submit' button and a 'Cancel' link.

a. Password Construction

I. Must be a minimum of 10 characters in length

II. Must be composed of a combination of at least three of the following four types of characters:

a. Upper case alphabetic character

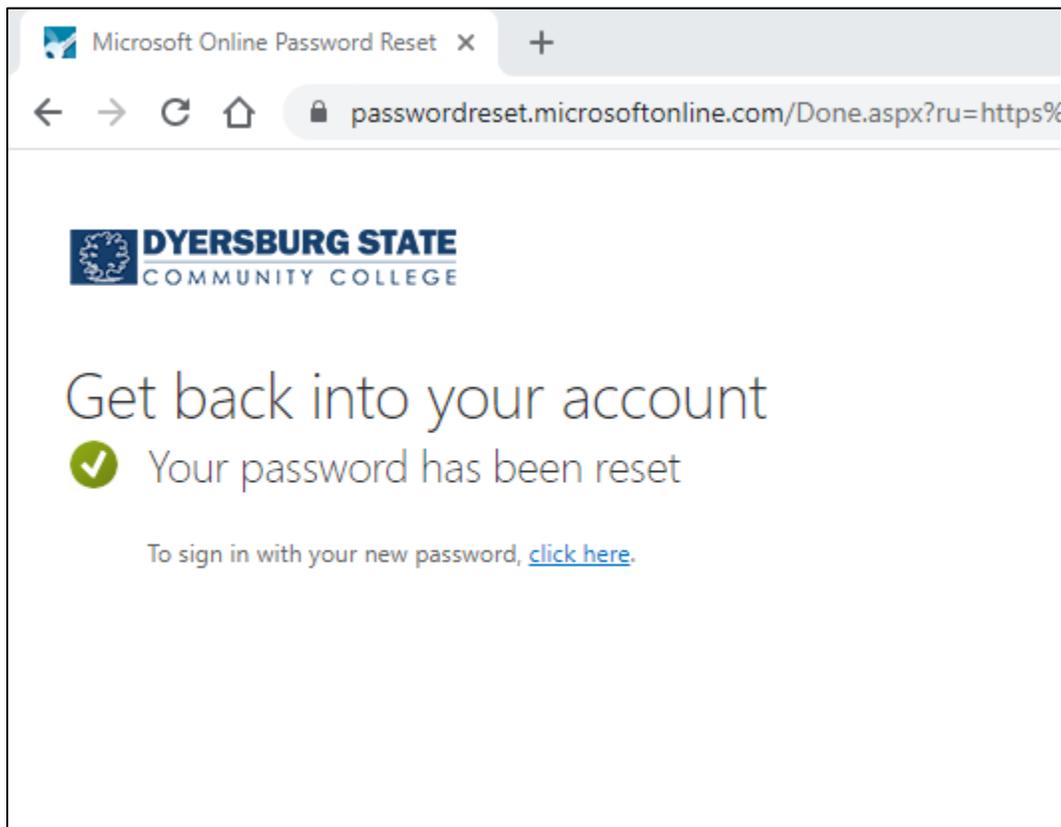
b. Lower case alphabetic character

c. Numeric character

d. Non-alphanumeric character

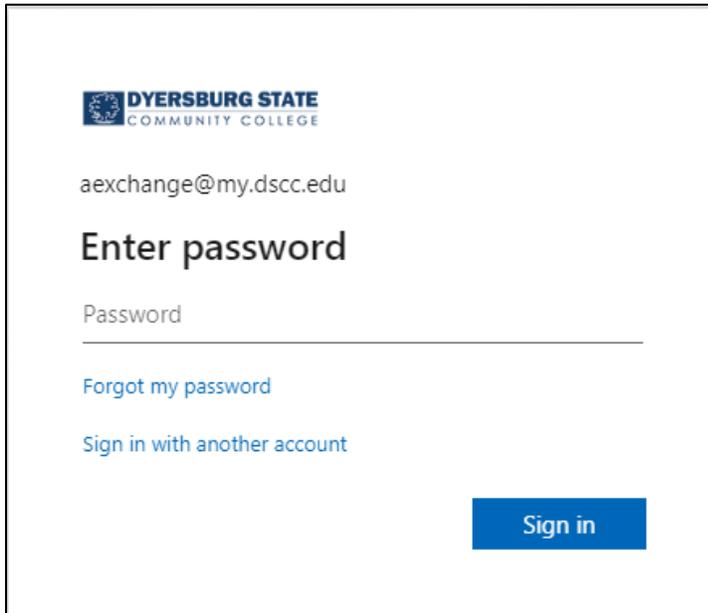
i. Valid special characters include !%*+~/:?_

5. If your password meets all of the requirements a screen will appear with the words “Your password has been reset”. The page will also have a link to take you back to Office 365 with your new password.



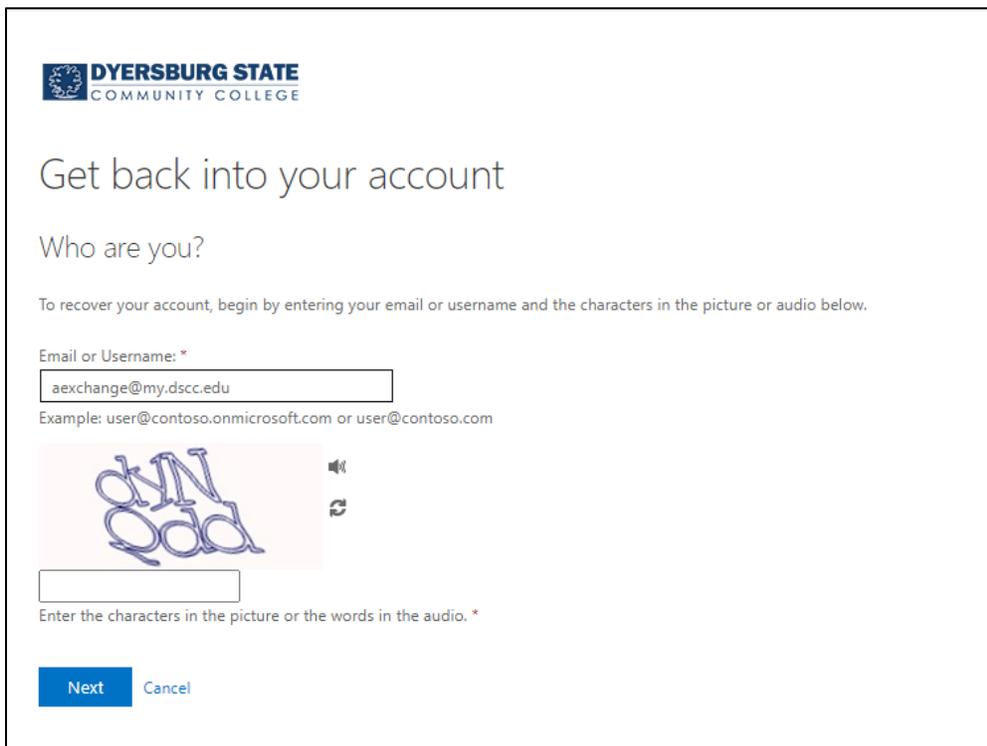
Changing your DSCC password from offsite – if current password is unknown

1. Go to office.com and choose Sign-In. On the login page enter your DSCC email address and press enter. Choose Work or School account if the option comes up. On the password screen, click on “Forgot my password”.



The screenshot shows the password reset page for Dyersburg State Community College. At the top left is the college's logo. Below it, the email address 'aexchange@my.dsc.edu' is entered. The main heading is 'Enter password'. There is a password input field with a horizontal line below it. Below the input field are two links: 'Forgot my password' and 'Sign in with another account'. At the bottom right is a blue 'Sign in' button.

2. Enter your DSCC email address and then enter the characters shown in the captcha display.



The screenshot shows the account recovery page for Dyersburg State Community College. At the top left is the college's logo. The main heading is 'Get back into your account'. Below it is the question 'Who are you?'. A sub-heading reads: 'To recover your account, begin by entering your email or username and the characters in the picture or audio below.' There is an input field for 'Email or Username: *' containing 'aexchange@my.dsc.edu'. Below this is an example: 'Example: user@contoso.onmicrosoft.com or user@contoso.com'. There is a captcha image showing the word 'DYN' and 'Ddd' in a stylized font. Below the image is an empty input field. Below the input field is the instruction: 'Enter the characters in the picture or the words in the audio. *'. At the bottom left are two buttons: 'Next' and 'Cancel'.

3. Select the verification method and follow the on-screen instructions. Press the text, call, or email button.

Microsoft Online Password Reset x +

passwordreset.microsoftonline.com/?ru=https%3a%2f%2flogin.microsoftonline.com%2fcommon%2fr...

DYERSBURG STATE
COMMUNITY COLLEGE

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Text my mobile phone

Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (*****07) below. You will then receive a text message with a verification code which can be used to reset your password.

Enter your phone number

Text

Cancel

4. Enter the verification information sent by text, phone call, or email and press “Next”.

Microsoft Online Password Reset x +

passwordreset.microsoftonline.com/?ru=https%3a%2f%2flogin.microsoftonline.com%2fcommon%2freprocess%

DYERSBURG STATE
COMMUNITY COLLEGE

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Text my mobile phone

Call my mobile phone

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

Enter your verification code

Next

Cancel

5. Enter a new password in the “Enter new password” field and enter the same password in the “Confirm new password” field. Press “Finish” to complete the change.
 - a. Password Construction
 - I. Must be a minimum of 10 characters in length
 - II. Must be composed of a combination of at least three of the following four types of characters:
 - a. Upper case alphabetic character
 - b. Lower case alphabetic character
 - c. Numeric character
 - d. Non-alphanumeric character
 - i. Valid special characters include !%*+~/:?_

The screenshot shows a web browser window with the following details:

- Browser tab: Microsoft Online Password Reset
- Address bar: passwordreset.microsoftonline.com/?ru=https%3a%2f%2flogin.microsoftonline.com%2fcommon%2
- Logo: DYERSBURG STATE COMMUNITY COLLEGE
- Section: Get back into your account
- Progress: verification step 1 ✓ > choose a new password
- Form fields:
 - * Enter new password: [password masked with dots]
 - * Confirm new password: [password masked with dots]
- Buttons: Finish (blue), Cancel (light blue)