## Guide To: Changing Your Microsoft Account Password

# Step 1: Click here to access your account: <u>https://myaccount.microsoft.com/</u>

You should see (If not you may need to log in):



#### Step 2: Select "Change Password"



Step 3: Enter the credentials needed Faculty/Staff		
Change password		
User ID		
Old password		
Create new password		
Confirm new password		
Submit Cancel		

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Step 4: Once you have entered your passwords Click Submit



#### Step 5: Log in with your new password

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### **Guide created by Jacob Whorley (COA IT Student Intern)**