

SSU Network Account Self-Service Password Reset (SSPR) Setup Instructions

Your network account provides access to many things including the campus Wi-Fi Network, campus computers in classrooms, labs and the library, all electronic library resources, and the SSU App.

Step 1:

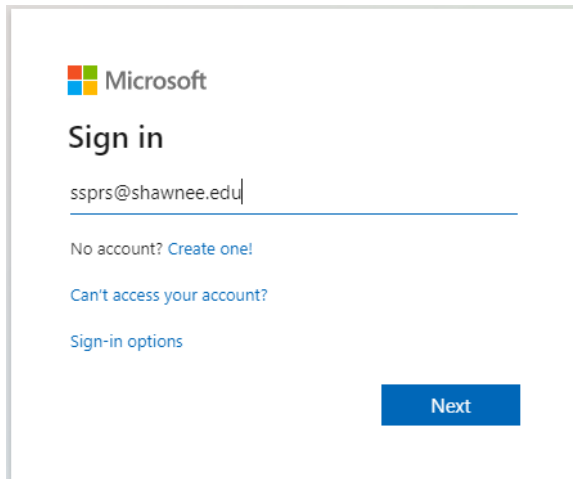
Please go to Office.com and click Sign In to begin. If you are already logged into your email account you will need to log off before proceeding.

Step 2:

Sign in with your Network username.

Network username: yourusernamehere@shawnee.edu

Example: ssprs@shawnee.edu



Microsoft

Sign in

ssprs@shawnee.edu

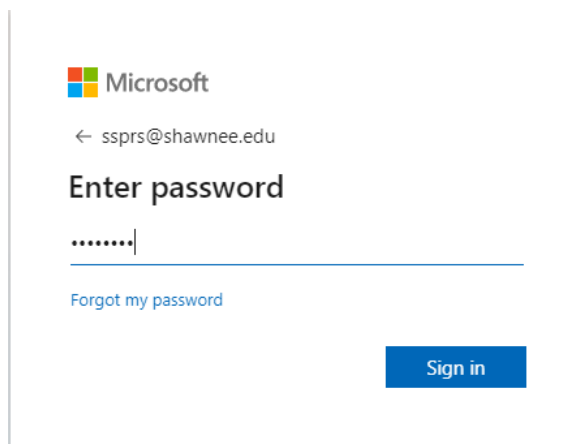
[No account? Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

Enter your current password, if this is the first time connecting with your network account your default password can be found in the Official Notifications area of MySSU. Look for the notification titled "Office of ITS".



Microsoft

← ssprs@shawnee.edu

Enter password

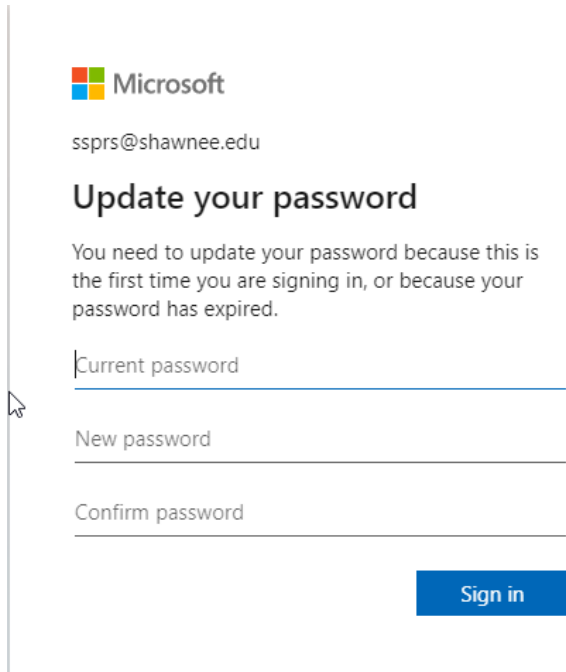
.....

[Forgot my password](#)

Sign in

NEW student network accounts will then be prompted to reset your password. If you are a current student you will move to Step 4 – SSPR Setup, unless your password has expired.

Step 3:



Microsoft

ssprs@shawnee.edu

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

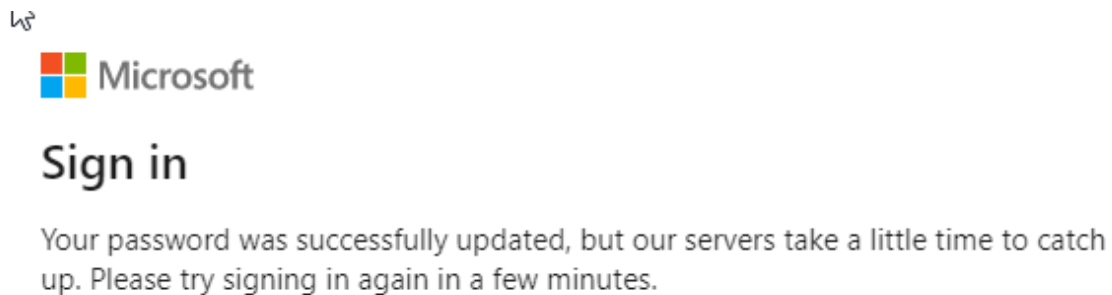
Current password

New password

Confirm password

Sign in

After completing the “Update your password” Step for your network account you may see the following confirmation message:



You should now log off using the “Sign Out” option under the round icon in the top right corner if you are still logged in.

After waiting 5 minutes for the servers to update, proceed to Step 4.




Step 4:

New students – after waiting 5 minutes log back into Office.com using your network credentials.

You should now see the Self-Service Password Registration page for your network account. You will be required to enter at least 1 Authentication Method but we **recommend that you complete ALL 3 options.**

don't lose access to your account!

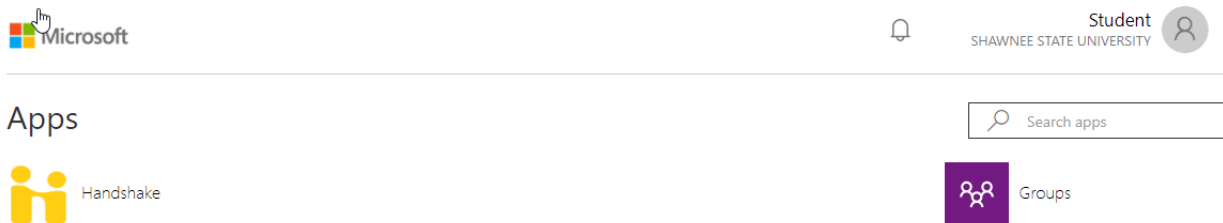
To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 1 of the options below.**

-  Authentication Phone is not configured. [Set it up now](#)
-  Authentication Email is not configured. [Set it up now](#)
-  Security Questions are not configured. [Set them up now](#)

[finish](#) [cancel](#)

If you do not see this screen you may still setup your SSPR by clicking on your circle icon located on the top right of your screen (should have your initials). Then select the "My Account" option. In the center of the page you will see a section titled "Security info" and one of the items listed will be "SET UP SELF-SERVICE PASSWORD RESET". It may ask you to confirm your current password and then you will see the screen shown above. Please complete ALL 3 of the options provided.

After clicking Finish, you will see the screen below and can now log off of your network account on office.com.



Your account has now been configured so that you can recover your network password when needed.