

# Enterprise IT State of Nevada

## O365 Password Reset Setup

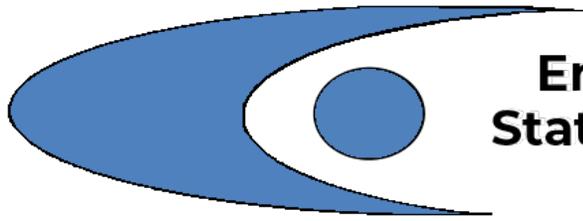
1. Login to <https://office.com>

Microsoft  
**Sign in**  
christest@admin.nv.gov  
No account? [Create one!](#)  
[Can't access your account?](#)  
Back Next

The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. The email address "christest@admin.nv.gov" is entered in the text box. Below the text box are two links: "No account? Create one!" and "Can't access your account?". At the bottom right, there are two buttons: "Back" (grey) and "Next" (blue).

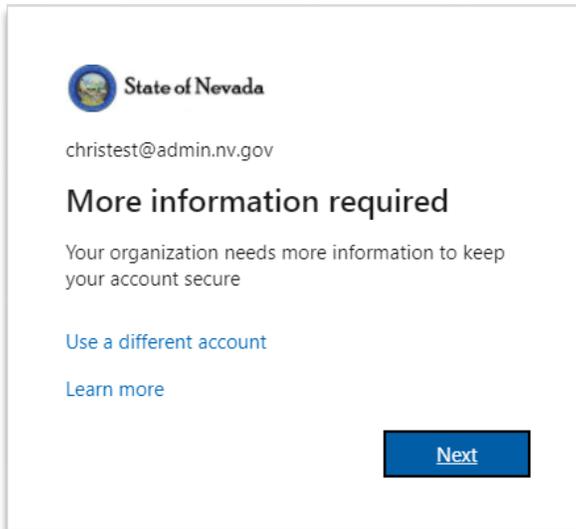
State of Nevada  
← christest@admin.nv.gov  
**Enter password**  
Password  
[Forgot my password](#)  
Sign in

The screenshot shows the State of Nevada password entry page. At the top left is the State of Nevada logo. Below it, the text "State of Nevada" is displayed. Below that, there is a back arrow and the email address "christest@admin.nv.gov". The main heading is "Enter password". Below this is a text box with "Password" written inside. Below the text box is a link: "Forgot my password". At the bottom right, there is a blue "Sign in" button.

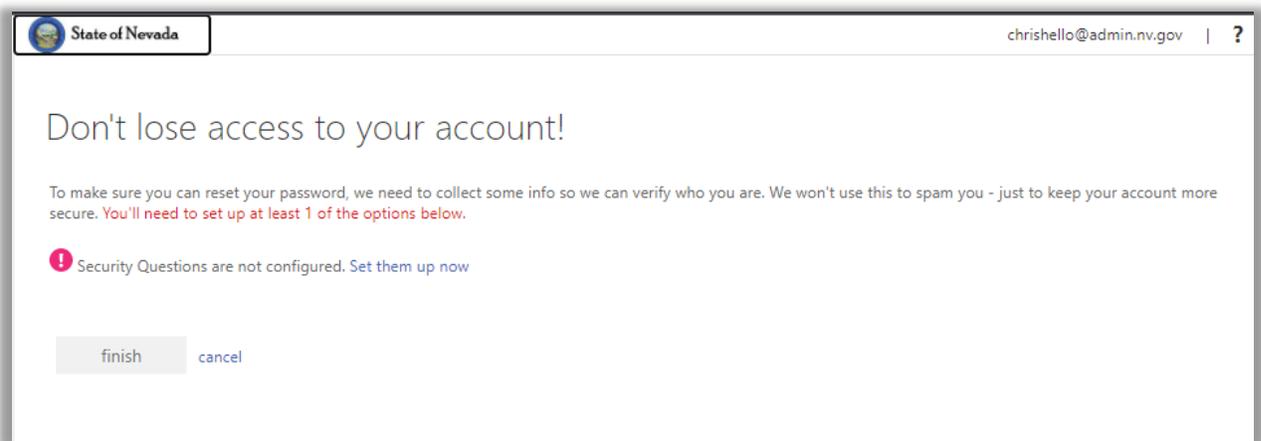


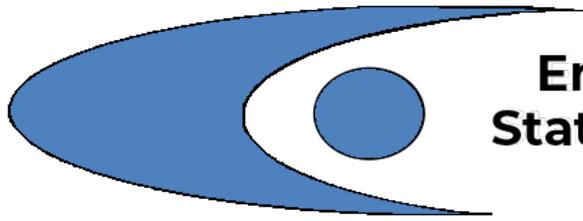
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2. You will see window saying more information is required. Hit Next



3. You will see the three requirements that need to be setup. Click Set it up.





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4. Select 5 different security questions from the different drop downs and then put in your answers and select save answers.

A screenshot of a web browser window showing the "State of Nevada" security question setup page. The page title is "Don't lose access to your account!". Below the title, there is a red instruction: "Please select questions to answer below. Your admin requires you to set up 5 questions, and answers must be at least 3 characters long." The page contains five "Security question" sections, each with a dropdown menu and a text input field. The questions and answers are: 1. "What city were you in on New Year's 2000?" with answer "No Where"; 2. "What is the name of the place in which you held your first wedding reception?" with answer "Tahoe"; 3. "What is your favorite food?" with answer "Chinese"; 4. "What is your youngest sibling's middle name?" with answer "Godzilla"; 5. "Who is the most famous person you have ever met?" with answer "Jerry Rice". Each answer field has a green checkmark to its right. At the bottom, there are two buttons: "save answers" (highlighted in blue) and "back".

5. Once all the questions are completed. You will see the below and then click finish.

A screenshot of a web browser window showing the "State of Nevada" security question completion page. The page title is "Don't lose access to your account!". Below the title, there is a message: "Thanks! We'll use the info below to recover your account if you forget your password. Click 'finish' to close this page." Below the message, there is a green checkmark icon followed by the text "5 Security Questions are configured. Change". At the bottom, there are two buttons: "finish" (highlighted in blue) and "cancel".

**Congratulations! You are now setup to use password reset through Office 365.**