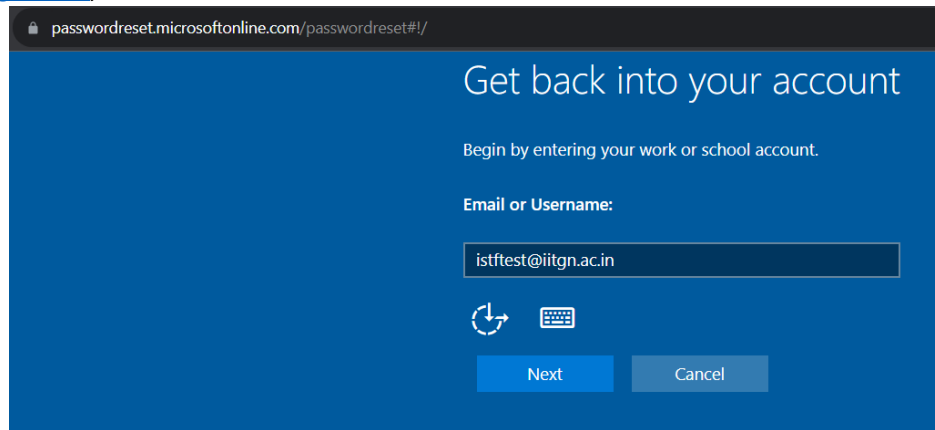


How to Reset Microsoft 365 or Net ID Password

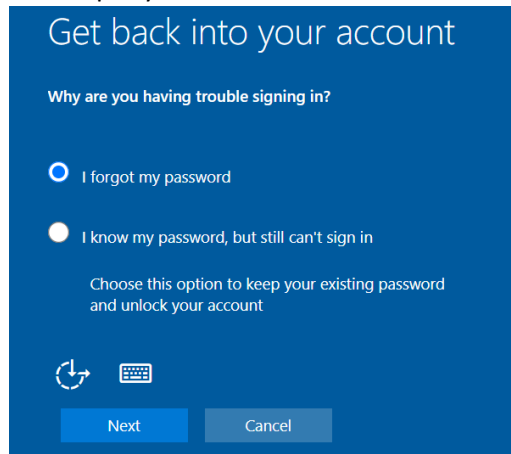
Note: Now, users can reset their Microsoft 365 or Net ID password on their own by enabling two-factor authentications during the login/registration process. If you reset the Microsoft 365 password by following the steps below, it will also change your Net ID password. Previously, the Microsoft 365 Login ID and Password were different. Henceforth, your Microsoft username will be your netid@iitgn.ac.in (e.g. test@iitgn.ac.in), and your password will be your Net ID password.

1. Browse <https://passwordreset.microsoftonline.com/>. Enter your Microsoft 365 Username (e.g. test@iitgn.ac.in)



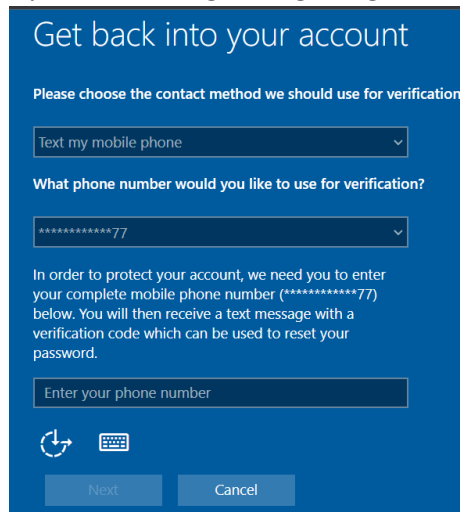
The screenshot shows the Microsoft password reset page. The title is "Get back into your account". Below the title, it says "Begin by entering your work or school account." There is a label "Email or Username:" followed by a text input field containing "istftest@iitgn.ac.in". Below the input field are two icons: a refresh icon and a keyboard icon. At the bottom, there are two buttons: "Next" and "Cancel".

2. Choose the appropriate option as per your choice.



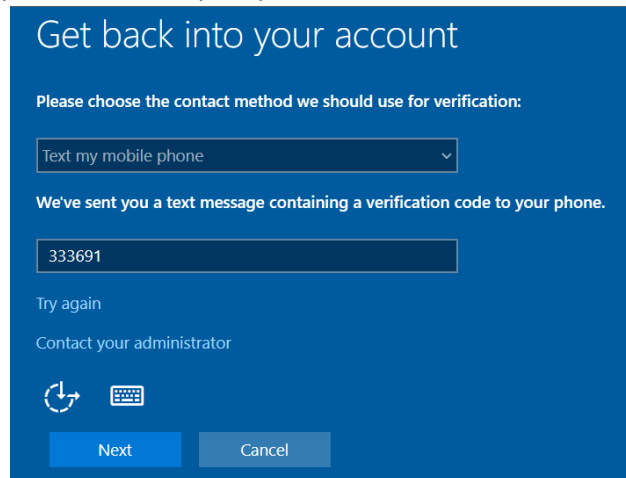
The screenshot shows the Microsoft password reset page. The title is "Get back into your account". Below the title, it says "Why are you having trouble signing in?". There are two radio button options: "I forgot my password" (which is selected) and "I know my password, but still can't sign in". Below these options, it says "Choose this option to keep your existing password and unlock your account". At the bottom, there are two buttons: "Next" and "Cancel".

3. Enter the mobile number that you used during the login/registration process.



The screenshot shows the Microsoft password reset page. The title is "Get back into your account". Below the title, it says "Please choose the contact method we should use for verification:". There is a dropdown menu with "Text my mobile phone" selected. Below this, it says "What phone number would you like to use for verification?". There is a dropdown menu with "*****77" selected. Below this, it says "In order to protect your account, we need you to enter your complete mobile phone number (*****77) below. You will then receive a text message with a verification code which can be used to reset your password." At the bottom, there is a text input field with the placeholder "Enter your phone number". Below the input field are two buttons: "Next" and "Cancel".

4. Enter the OTP which you received on your phone.



Get back into your account

Please choose the contact method we should use for verification:

Text my mobile phone

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

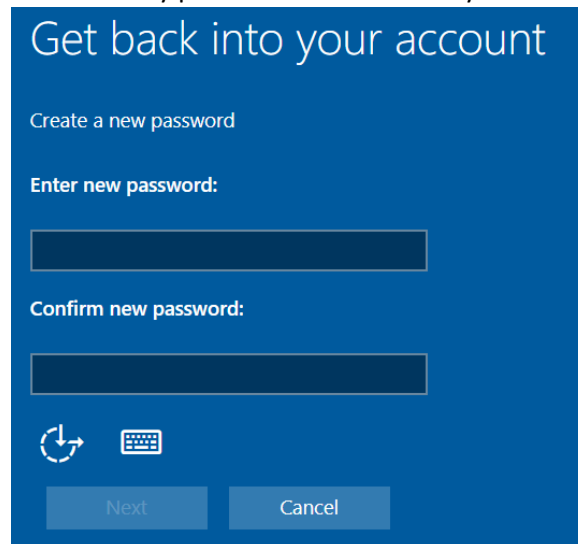
333691

Try again

Contact your administrator

Next Cancel

5. Set the New Password as you wish. Click on "Next". (We have implemented a password policy that will not allow you to set the easy password due to security reasons.)



Get back into your account

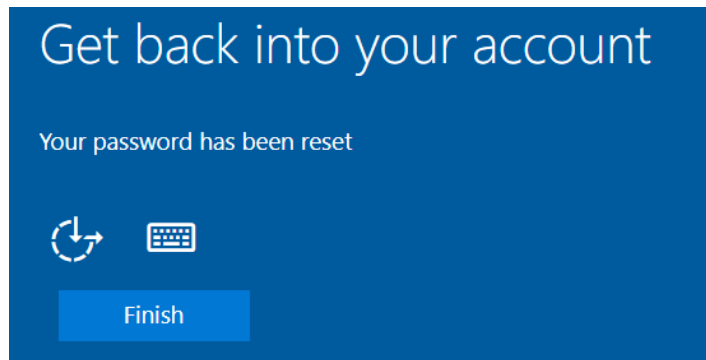
Create a new password

Enter new password:

Confirm new password:

Next Cancel

6. Click on "Finish".



Get back into your account

Your password has been reset

Finish