Registering for SSPR using personal Email

This runbook will help you register for SSPR using your personal email. Once ITS rolls out SSPR (Self-Service Password Reset) through Microsoft, users who are using only FIDO2 Security Keys (as they cannot install the app on their phones) will be asked to set up SSPR through their email. Please follow the steps below to complete the setup.

1. Click Next, if you see this prompt while logging into your Microsoft Account



2. Click <u>I want to setup up a different method</u> You can skip only a few times, if you are in hurry.

	Keep your account secure
Micros	oft Authenticator
	Start by getting the app
	On your phone, install the Microsoft Authenticator app. Download now
	After you install the Microsoft Authenticator app on your device, choose "Next".
	I want to use a different authenticator app
	. Next
<u>l want to set u</u>	p a different method Skip setup

3. Choose Email from the drop down

ŀ	Keep your account secure	
Microsoft Authe	nticator	
Start by g	getting the app	
On your pho	ne, install the Microsoft Authenticator app. Download nov	v
After you inst	tall the Microsoft Authenticator app on your device, choo	se "Next".
I want to use	a different authenticator app	
	Choose a different method \times	Next
_	Which method would you like to use?	
l want to set up a different me	Choose a method	Skip setup
	Authenticator app	
<	Email	

4. Click Confirm

ķ	Keep your account secure	
Microsoft Authe	nticator	
Start by g	getting the app	
On your phor	e, install the Microsoft Authenticator app. Download now	
After you inst	all the Microsoft Authenticator app on your device, choose "Ne	xt".
I want to use	a different authenticator app	
	Choose a different method $ imes$	Next
	Which method would you like to use?	
I want to set up a different me	Email	Skip setup
	Cancel	

5. Enter your personal email ID and click **Next**

Keep your account secu	re
Email	
What email would you like to use? jane.student@gmail.com	
	Next
I want to set up a different method	Skip setup

6. You will get an **OTP (One Time Password)** to your email, enter the code as shown below and click **Next.**

Keep your account secure	
Email	
We just sent a code to Juga and the sent of the sent o	
Resend code	Next
l want to set up a different method	Skip setup

7. You should see a Success acknowledgement as shown below, now click done, you are set up with your email for SSPR.

Keep your account secure
Success!
Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method:
Email Book
Done