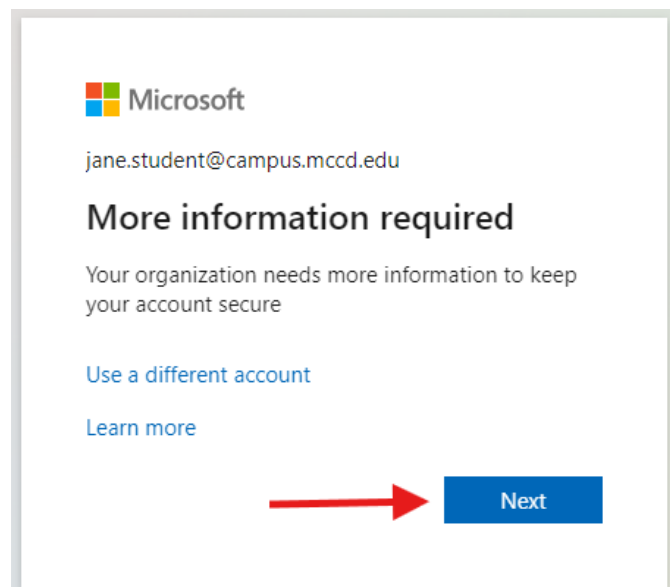
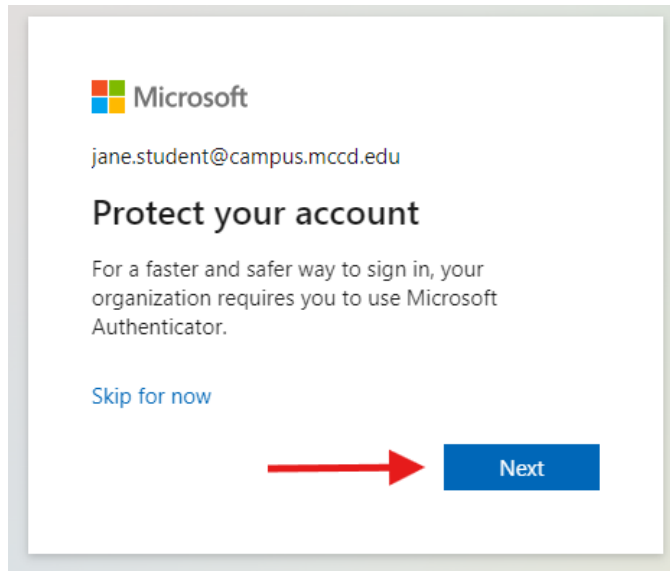


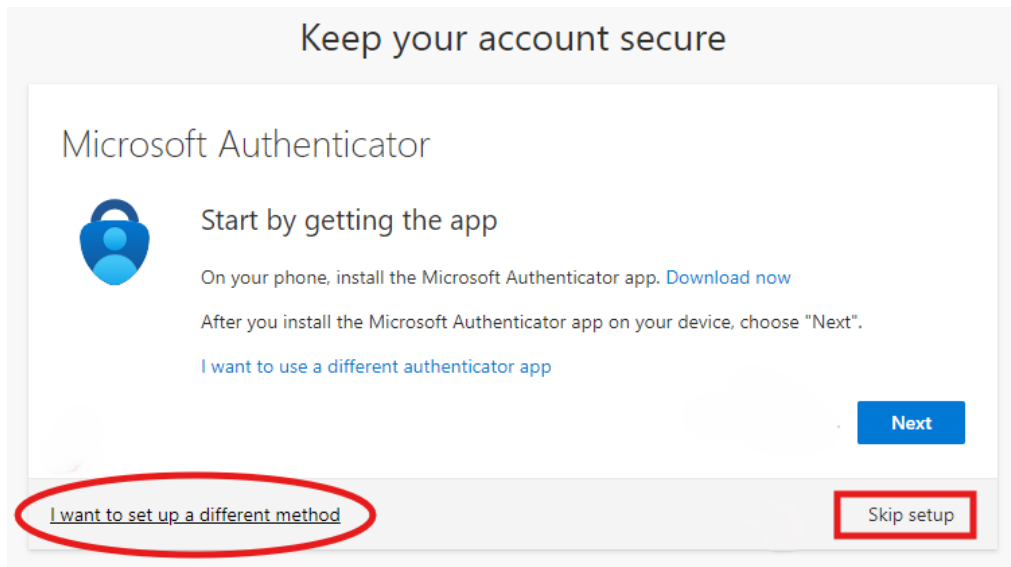
Registering for SSPR using personal Email

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.

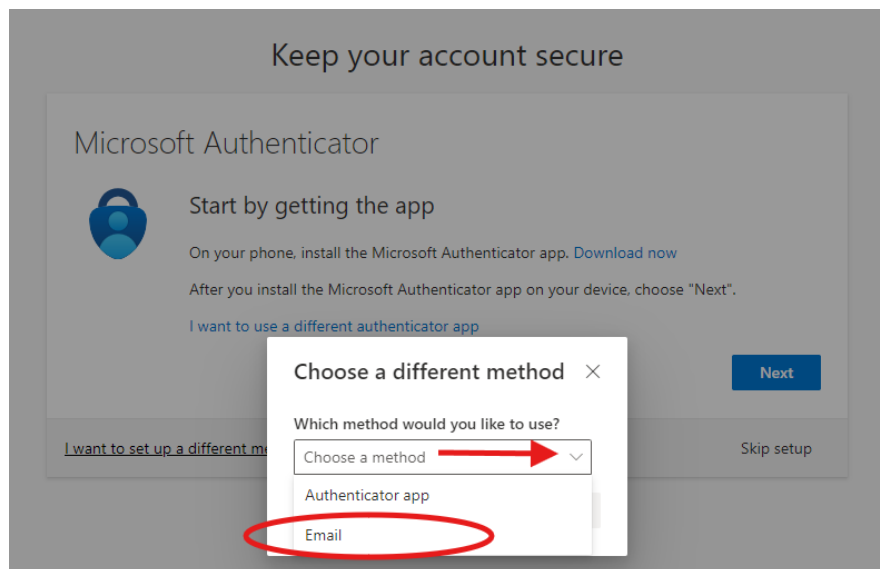
1. Click Next, if you see this prompt while logging into your Microsoft Account



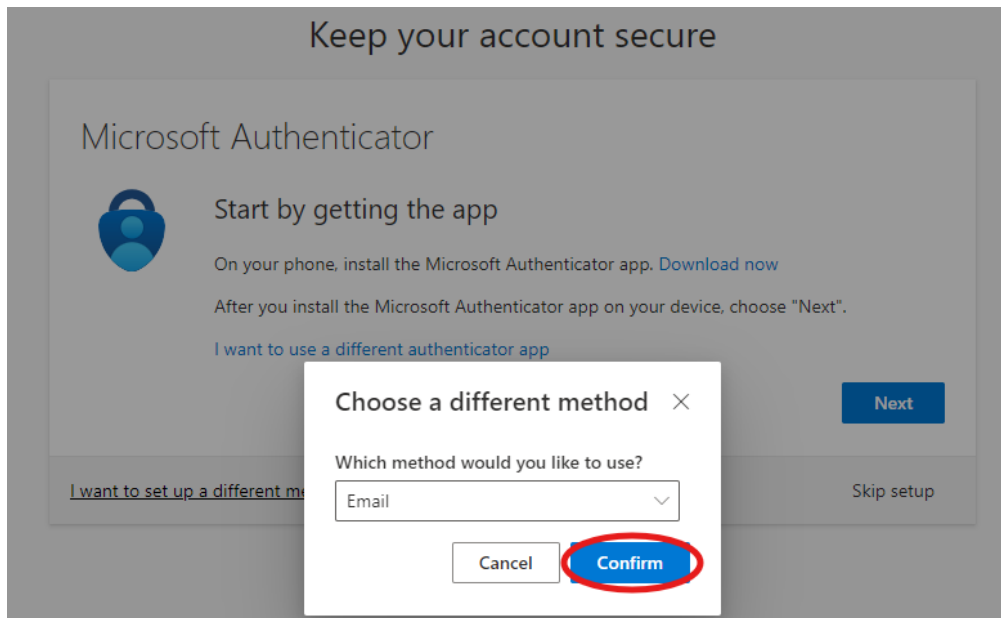
2. Click I want to setup up a different method You can skip only a few times, if you are in hurry.



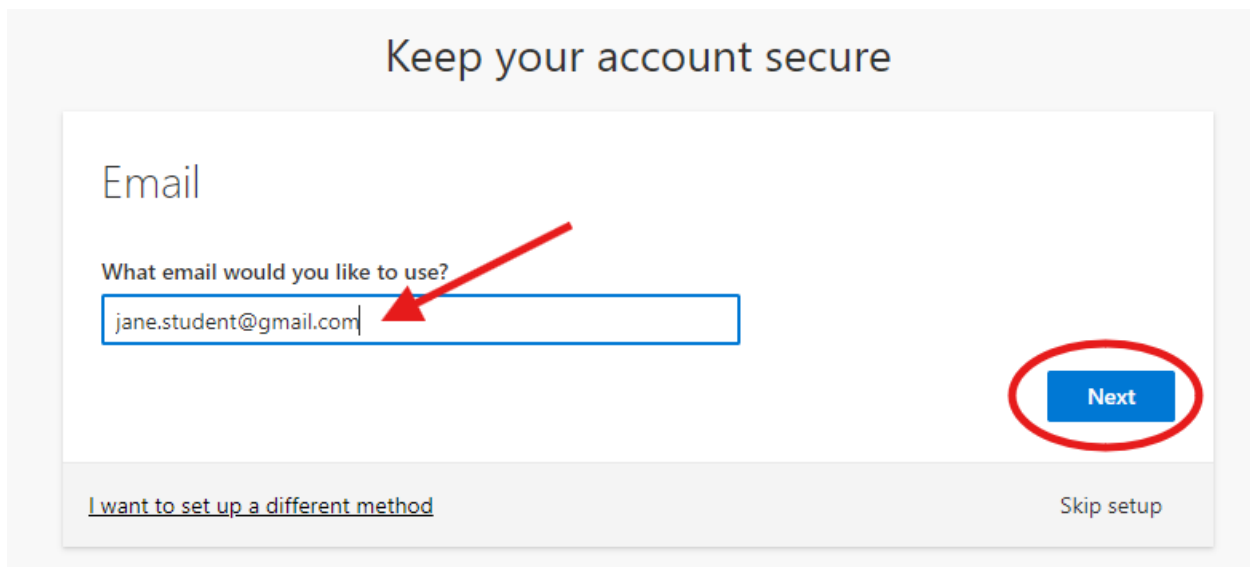
3. Choose **Email** from the drop down



4. Click **Confirm**



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



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 [redacted]

104562

[Resend code](#)

Next

[I 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

[redacted]

Done