
Office 365 Self Service Password Reset

1. Sign into your Office 365 account and enter your Username and Password.

<https://portal.office.com>



Sign in

canvasso@feu.edu.ph|

No account? [Create one!](#)

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

[Sign-in options](#)

Next



← canvasso@feu.edu.ph

Enter password

.....|

[Forgot my password](#)

Sign in

****For first time users you are required to update your password.**



canvasso@feu.edu.ph

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.

.....

.....

.....

Sign in

2. Click “Next” for the **More information required** window.



canvasso@feu.edu.ph

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

3. You choose the Authentication Phone method or the Authentication Email method.

For the phone method – enter the **Country** information and the telephone number (with area code). Click on either **Text me** or **Call me**. *Note: if you choose to use your office phone, you will need to be near that phone when resetting your password.* You will need to enter the verification number that you get through a text or press the appropriate key, when called, for verification. Once you have verified the phone method you will be back at the options screen. You can continue by entering an alternate email or click on **Finish**.

For the email method – enter an alternate email address (not your @***.edu.ph email). Click on **Email me**. Check your alternate email for the verification number that you will need to enter on this page. Once you have verified the email method you will be back at the options screen.

Microsoft

canvasso@feu.edu.ph | ?

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](#)

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

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Your session will expire in 14:58

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Philippines (+63) ▼

Enter your authentication phone number

text me

call me

back

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Philippines (+63) ▼

0927

text me

call me

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

verify

back

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Philippines (+63) ▼
0927

text me

call me

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

860144

verify

[try again](#)

[back](#)

4. You should now see a green check mark beside option you selected.
Click on **Finish** to complete the process.

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.



Authentication Phone is set to +63 0927 [. Change](#)

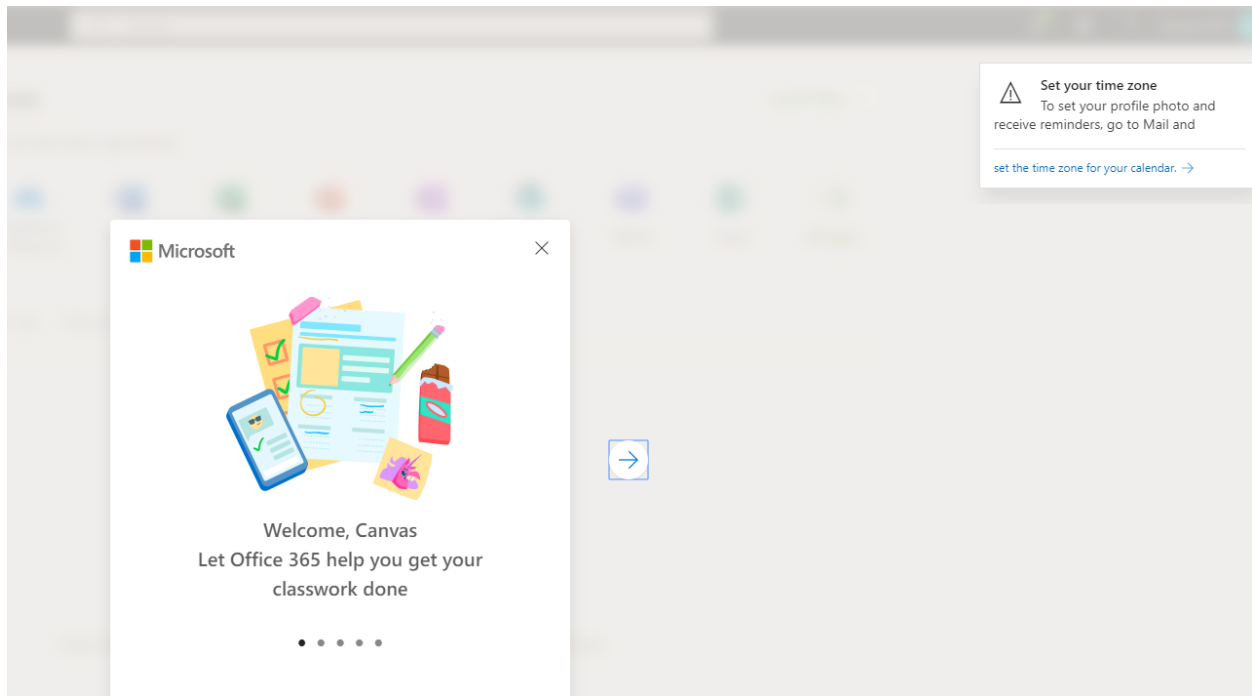


Authentication Email is not configured. [Set it up now](#)

finish

[cancel](#)

****For first time users Click “set the time zone for your calendar”.**



****Set your time zone to “UTC+08:00) Beijing, Chongging, Hong Kong, Unumqi**



Choose your preferred display language and home time zone below.

Language:

English (United States) ▼

Time zone:

(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi ▼

↻ Save