

# Self-Service Password Reset

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## Password Reset – On a BOCES 2 computer (pages 1-3)

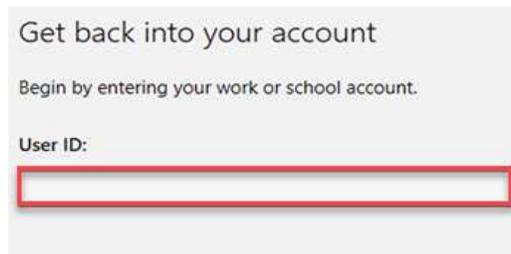
## Password Reset – Not on a BOCES 2 computer (page 4-6)

You **must** register your password in order to use the **Self-Service Password Reset**.

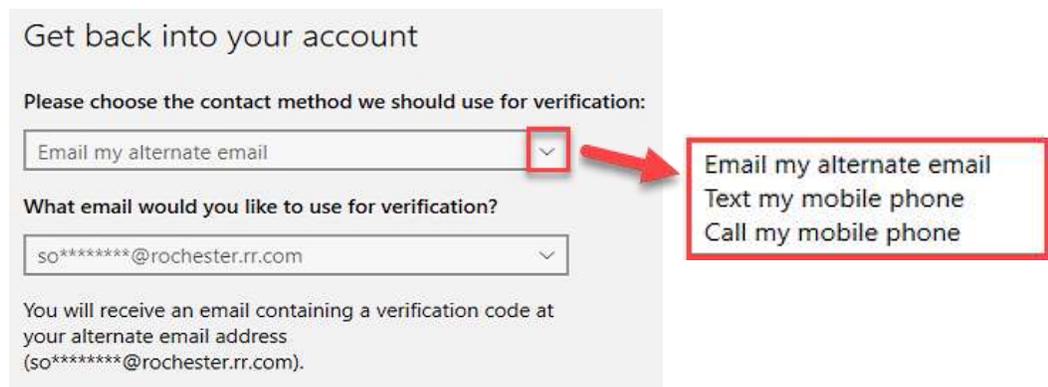
On the log in screen, enter your user name and click on **Reset password**.



Enter your email address as your User ID. Click **Next**.



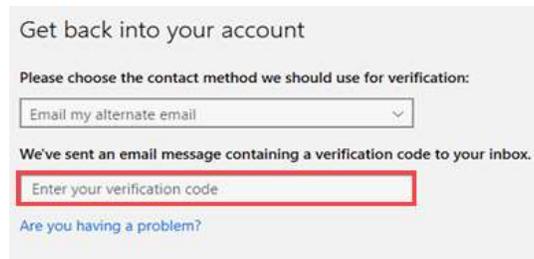
Click on the down arrow to choose the contact method you want Microsoft to use for verification. Make sure you choose a method for verification that you previously setup in the Registration process. Click **Next**.



# Self-Service Password Reset

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Now check the contact method you selected in the last step, enter your required information, click **Next**.



Get back into your account

Please choose the contact method we should use for verification:

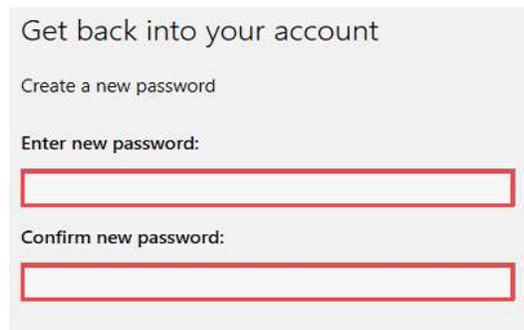
Email my alternate email

We've sent an email message containing a verification code to your inbox.

Enter your verification code

[Are you having a problem?](#)

Enter a new password, confirm new password, click **Next**.



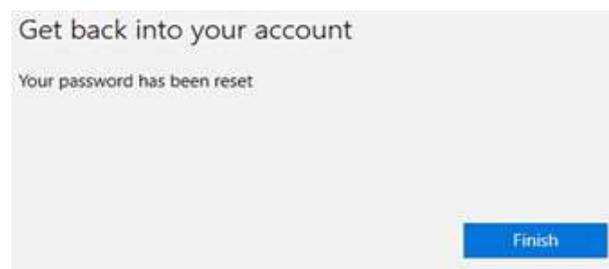
Get back into your account

Create a new password

Enter new password:

Confirm new password:

Click **Finish**, now you can log into your account with your new password.



Get back into your account

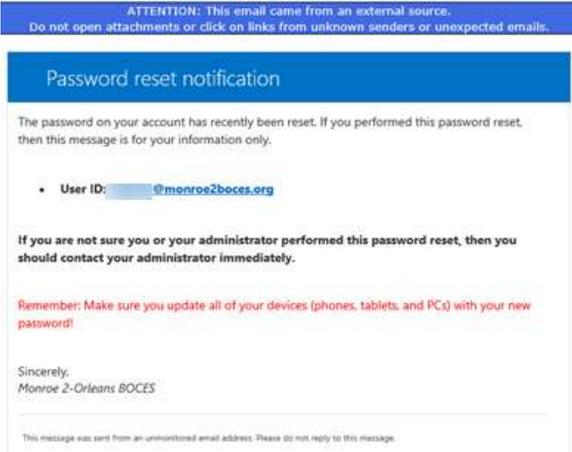
Your password has been reset

Finish

# Self-Service Password Reset

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After your password has been reset, you will receive an automated email notification directly from Microsoft on behalf of Monroe 2-Orleans BOCES.



# Self-Service Password Reset

## Self-Service Password Reset – Not on a BOCES 2 computer

NOTE: Depending on the browser you are using, the screens you see might vary. Continue to follow the prompts even if they differ from the following steps. Remember, you **must** register your password in order to use the **Self-Service Password Reset**.

If you need help registering your password, click on **Need Help Logging on** at the bottom of the Sign in screen.

Go to <https://www.monroe2boces.org> and click on **Staff** at the top and enter your full BOCES 2 email address as the username. If you are unable to log on, click on **Can't access your account**.

Sign in with your Monroe 2-Orleans BOCES User Account

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

Access to electronic resources at Monroe 2-Orleans BOCES is restricted to employees, students, or individuals authorized by Monroe 2-Orleans BOCES. Use of this system is subject to all policies and regulations set forth by Monroe2-Orleans BOCES located at <http://www.monroe2boces.org/AUP>. Unauthorized use is prohibited and may result in administrative or legal action. Monroe 2-Orleans BOCES may monitor the use of this system for purposes related to security management, system operations, and intellectual property compliance.

© 2016 Microsoft    [Need Help Logging on?](#)

Follow the **prompts** to reset your password.

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:  
  
Example: user@contoso.onmicrosoft.com or user@contoso.com

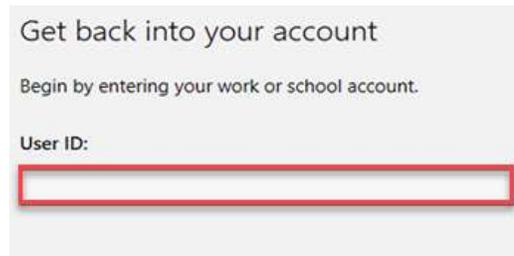


Enter the characters in the picture or the words in the audio.

# Self-Service Password Reset

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Enter your email address as your User ID. Click **Next**.

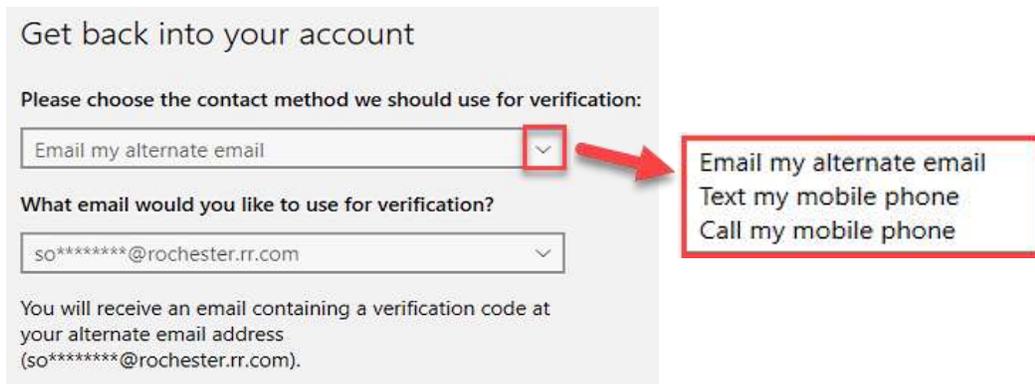


Get back into your account

Begin by entering your work or school account.

User ID:

Click on the down arrow to choose the contact method you want Microsoft to use for verification. Make sure you choose a method for verification that you previously setup in the Registration process. Click **Next**.



Get back into your account

Please choose the contact method we should use for verification:

Email my alternate email

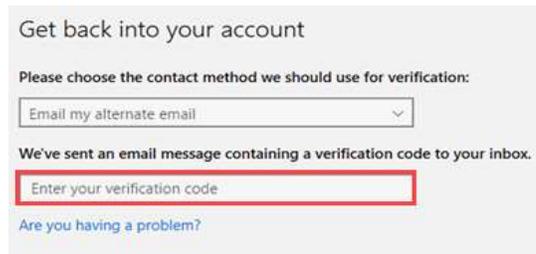
What email would you like to use for verification?

so\*\*\*\*\*@rochester.rr.com

You will receive an email containing a verification code at your alternate email address.  
(so\*\*\*\*\*@rochester.rr.com).

Email my alternate email  
Text my mobile phone  
Call my mobile phone

Now check the contact method you selected in the last step, enter required information, click **Next**.



Get back into your account

Please choose the contact method we should use for verification:

Email my alternate email

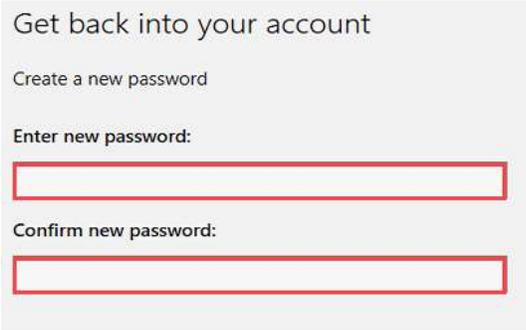
We've sent an email message containing a verification code to your inbox.

Enter your verification code

[Are you having a problem?](#)

# Self-Service Password Reset

Enter a new password, confirm new password, click **Next**.



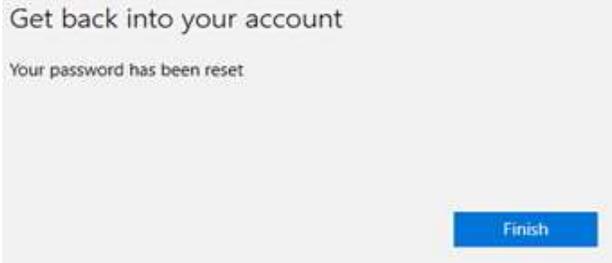
Get back into your account

Create a new password

Enter new password:

Confirm new password:

Click **Finish**, now you can log into your account with your new password.



Get back into your account

Your password has been reset

[Finish](#)

After your password has been reset, you will receive an automated email notification directly from Microsoft on behalf of Monroe 2-Orleans BOCES.

