

# Register for Self-Service Password Reset for CRCSD Accounts

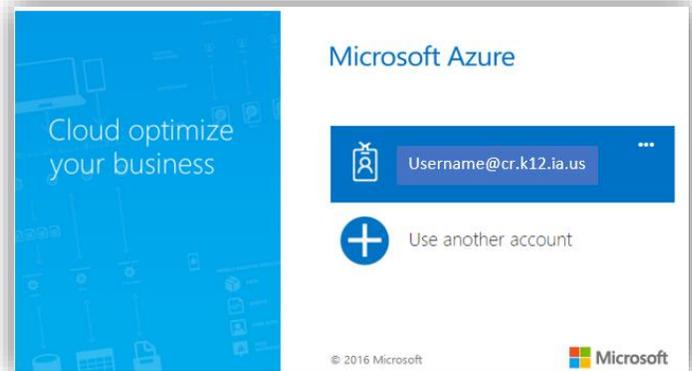
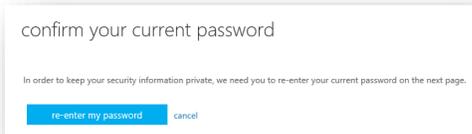
Follow the steps below to register your District/School account with Microsoft Azure. When you register, you can easily change your password from home (or outside the District) without contacting the helpdesk.

1. When registering your account, you will be prompted to setup at least 1 of the options for authentication: alternate phone number, alternate email and security questions. **We recommend that you configure all of the options for flexibility at work and home to reset your password.**

2. Use the link below to setup your account through MS Azure.

<https://account.activedirectory.windowsazure.com/passwordreset/register.aspx>

3. After you click the link, the Microsoft Azure sign in screen may appear. If the sign in screen does not appear, you may be prompted to confirm your current password. If prompted, select re-enter my password and continue.

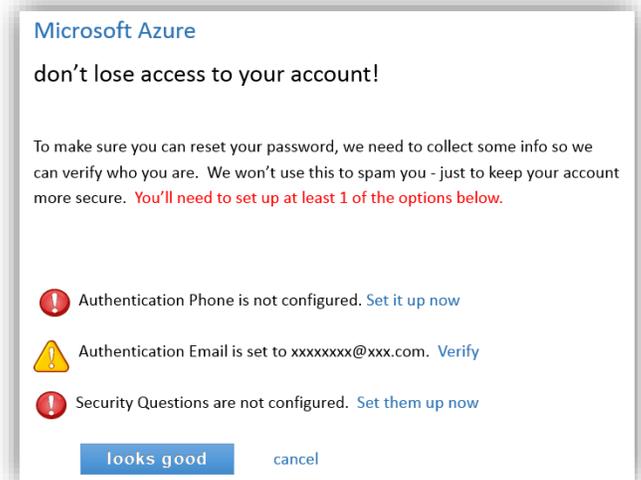


4. Login with your District/School email address. Example: [Username@cr.k12.ia.us](mailto:Username@cr.k12.ia.us)

5. A screen similar to the one on the right should appear displaying information that is currently setup for your account.

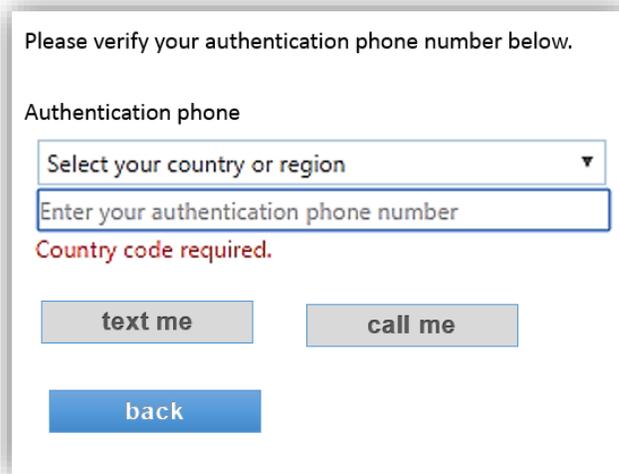
6. This screen shows that you need to setup at least 1 of the options below, but we recommend that you setup all of the options.

7. The instructions for setting up the authentication options are located on the following pages. When everything is configured, select looks good, which is located at the bottom of the screen.



## Authentication Phone Setup (recommended)

1. If the authentication phone is not configured, select **Set it up now**.
2. A screen similar to the one below will appear.



Please verify your authentication phone number below.

Authentication phone

Select your country or region ▼

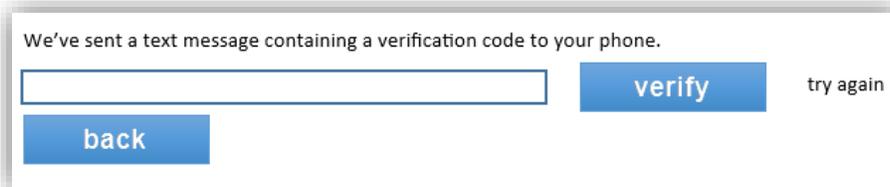
Enter your authentication phone number

Country code required.

text me      call me

back

3. Select the country or region. Select **United States (+1)**
4. Enter authentication phone number in the following format **###-###-####**
5. If you select **Text me** (you will receive a verification code)
6. If you select **Call me** (you will receive a phone call, follow the prompts to verify)
7. If verifying by text message a screen similar to the one below will appear.
8. Enter the verification code in the text box and press **verify**.



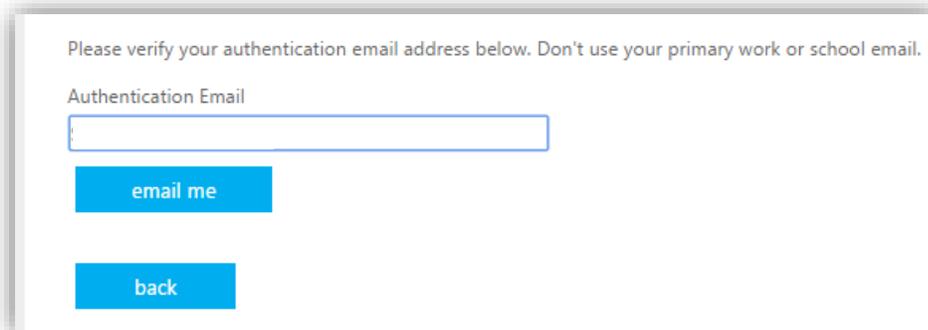
We've sent a text message containing a verification code to your phone.

verify      try again

back

## Authentication Email Setup (recommended)

1. If the authentication email is not configured, select **Set it up now**.
2. Don't use your primary work or school email.
3. Enter you alternate email address and select **email me**.



Please verify your authentication email address below. Don't use your primary work or school email.

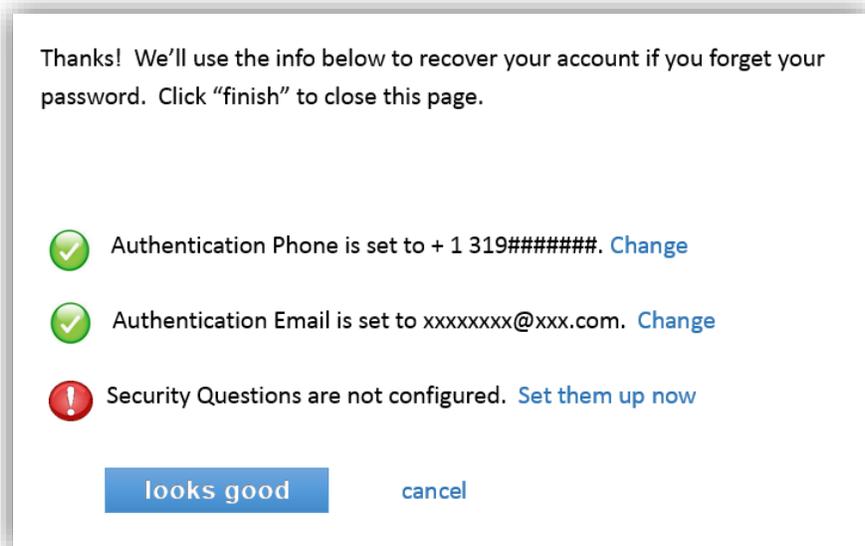
Authentication Email

email me

back

4. Continue verification by entering verification code from email in the text box that follows.

As you start to fill in the authentication phone and email, the following screen will be updated showing the changes.



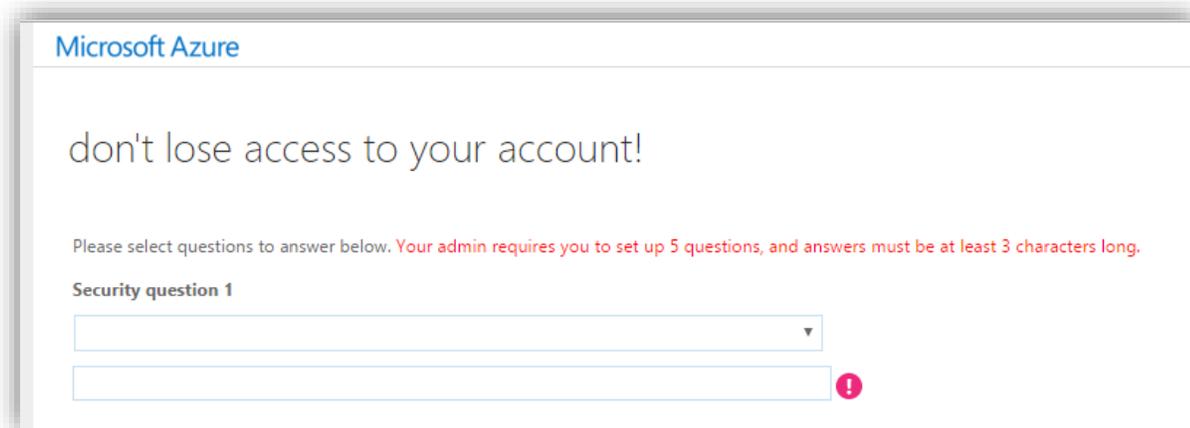
Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ✓ Authentication Phone is set to + 1 319#####. [Change](#)
- ✓ Authentication Email is set to xxxxxxxx@xxx.com. [Change](#)
- ! Security Questions are not configured. [Set them up now](#)

[looks good](#) [cancel](#)

### Configure Security Questions (recommended)

1. If Security Questions are not configured, select **Set them up now**.
2. A screen similar to the one below will appear.
3. There are 5 questions, and answers must be at least 3 characters long.
4. Select the dropdown arrow next to each security question.
5. Select your question from the list.



Microsoft Azure

don't lose access to your account!

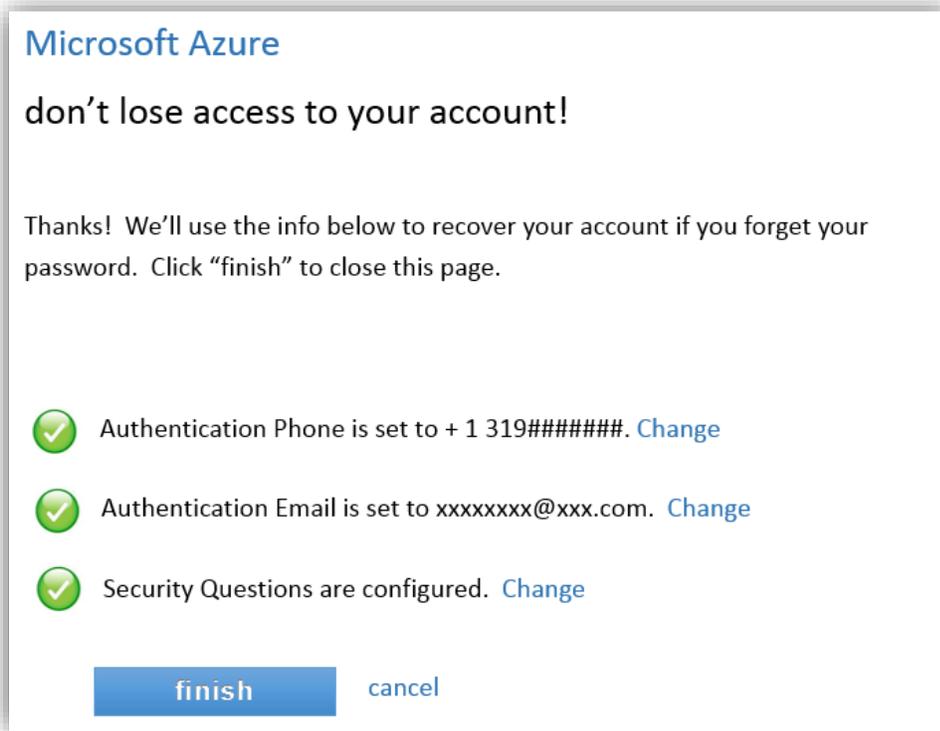
Please select questions to answer below. *Your admin requires you to set up 5 questions, and answers must be at least 3 characters long.*

Security question 1

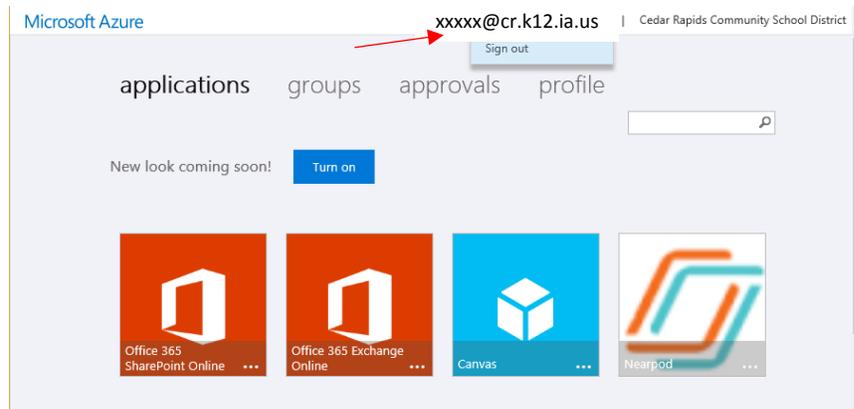
6. Type the answer in the following text box.
7. When you are finished with all the questions and answers, select **save answers** located at the bottom of the screen.

[save answers](#)

8. After you save the answers the main screen may reappear. Noting that the information you provided will be used to recover your account if you forget your password.
9. If this screen appears, press **finish** to close the page.



10. If a screen similar to the one on the right appears when exiting, click on your name or email address and select **sign out**.



After you register your account with MS Azure, your District/School password can be reset without contacting the helpdesk.

Simply follow the link below to reset your password when needed.

<https://passwordreset.microsoftonline.com/>

Or simply navigate to the Office 365 link on the District/School homepage and click on the link "Forgot your password"