

Reverification of Password Reset Methods

Version 2

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Every 180 days from the last time SSPR (Setup Self Service Password Reset) methods was verified you will be prompted to validate your phone number and/or email.

1. Upon entering your email address and password to log into any services such as Blackboard or Office 365, you will be prompted with the message below:
2. Click Next
3. Click Verify to validate your phone number and/or email or change if needed.
4. Validating Phone
 - a. Select one of the text or call option to verify. In this example, text is selected and a text message will be sent to your cell phone with a verification code. If you select call, you will receive a call asking you to press # key to verify.
 - b. Enter the verification code and click verify.
5. Validating Email
 - a. Select email me to verify. An email will be sent to your personal email with a verification code.
 - b. Enter the verification code and click verify.
6. Once verification is completed, the system confirms that the verification process is complete.

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