

Action Required Register for Self-Service Password Reset

Our department is making it easier than ever for you to recover your password if you ever forget it. You can now reset, unlock, or change your password without having to contact us! Register for **Self-Service Password Reset (SSPR)** to enable the feature.

[Register here](#)

You can complete the sign-up process using your existing credentials (username and password) that you use to login today. If you have not registered by December 6, 2021, you will automatically be prompted and required to register the next time you login to any Office 365 product with you district account.

Registration Requirements

You will have the option to set up an Authentication Phone to be called or texted a verification code, an Authentication Email (cannot be your district email address) to be sent a verification code, and/or set up 3 Security Questions to answer for verification. You are only required to set up one of these verification methods, but may set up all three.

Next steps

After you register, if you ever forget your password, you can [reset it again yourself](#). You can also select “Can't access your account?” on the *sign in* page to reset or unlock your account from any device.

Systems Affected by Changing Your Password

When your password is reset through this portal, it will change your password for most of the systems and programs used in the district; including, but not limited to, your computer login, Skyward, Microsoft, Google, HCSO Single Sign On, Clever, and Clever synced programs.

Changing your password will **not** unlock your computer if your computer is not connect to the district network; for example, when at home, at a conference, connect to the district Guest Network, or connected to a district provided mobile hot spot. Changing your password will **not** change your First Class email password either.

Need help?

Watch this training video:



Thanks,
HCSO MIS Department