VBCPS Self-Service Password Reset

A self-service password reset option allows VBCPS staff and students the ability to reset their network password remotely from a web browser without need for support from the Customer Support Center.

1. Follow this link for registration: [http://aka.ms/ssprsetup](http://aka.ms/ssprsetup).
2. Enter your VBCPS email address (the same address that you use to log into Office 365) and, when prompted, enter your network password.

3. If prompted that your account is used with more than one account, select ‘Work or school account’. (Proceed to step 4 if you do not see this screen)

4. Sign in with your VBCPS email address and password
5. Choose at least one option and click the **Set it up now** link to enter your information

6. When at least one option is complete, you will see a green check mark and the option to Finish will be available

7. Once it is complete, you will see the following screen. You can now close the browser.