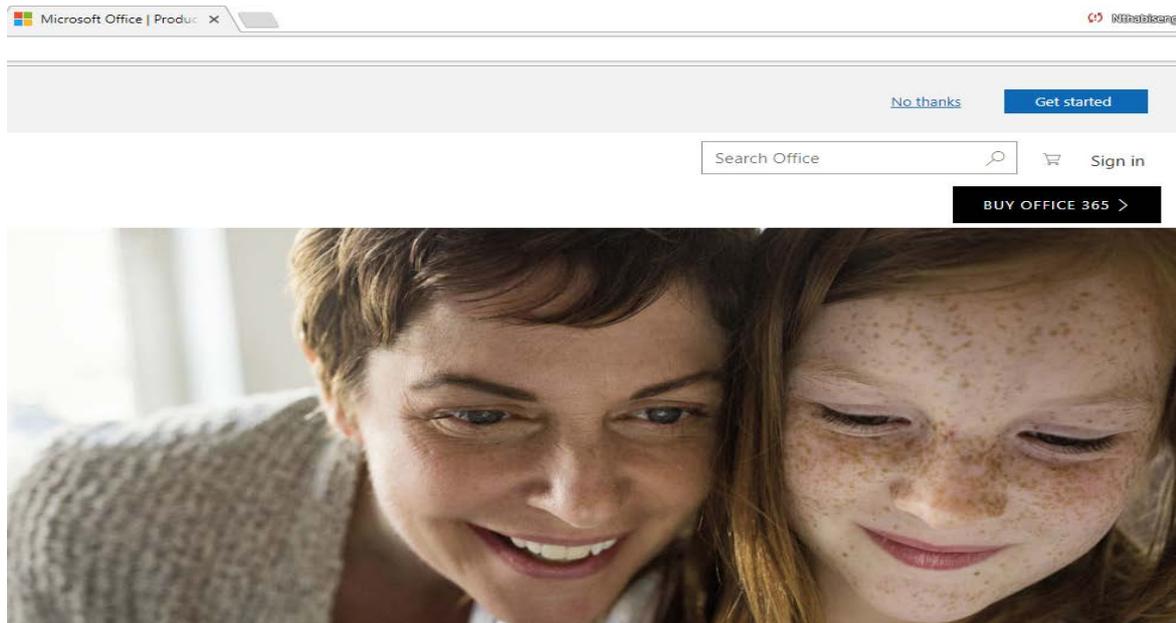


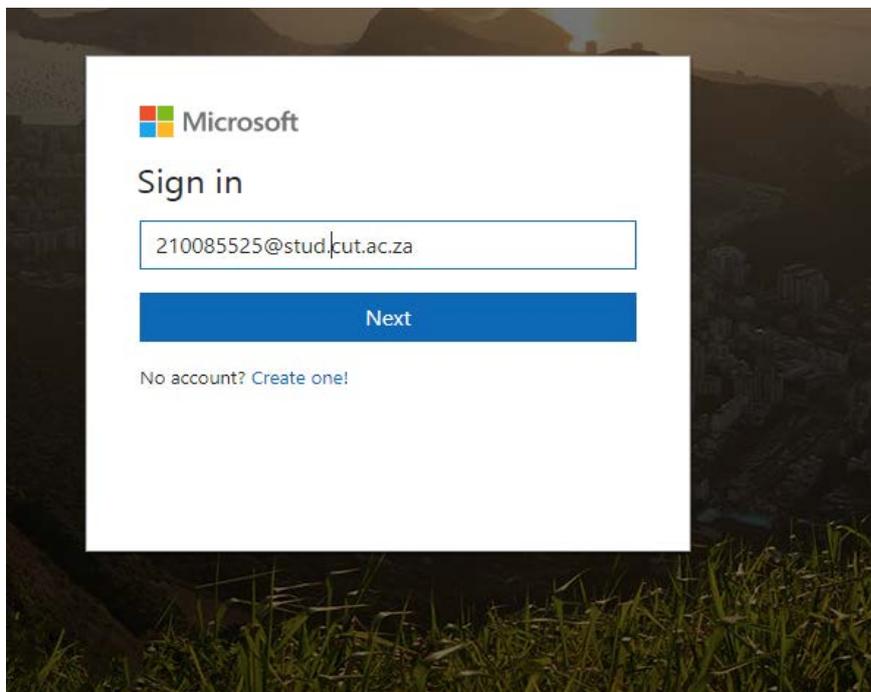
This is a manual to help you change your student password.

As soon as you have entered your temporary password to access the internet, type: office365.com in the address bar and press Enter.

Step 1



Click on "Sign in"



Step 2: Put in your full CUT email address that starts with your correct student number and click “Next” and then put in your required password. After successfully entering your correct password, this following screen will appear:



Additional info required

Your administrator requires you to add additional security info to help you recover your account.

Next

[Sign out and sign in with a different account](#)

[More information](#)

Click on “Next”

Step 3: Choose at least one of the options below.

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to secure. **You'll need to set up at least 1 of the options below.**

! Authentication Phone is not configured. **Set it up now**

! Authentication Email is not configured. **Set it up now**

! Security Questions are not configured. **Set them up now**

finish

cancel

Step 4: Please put in the correct phone number

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

South Africa (+27)

078 77

text me

call me

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

178956

verify

back

Step 5: Please use a different email address to the CUT one, to Verify (personal email).

don't lose access to your account!

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

Authentication Email

matjelo@gmail.com

email me

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

746193

verify

try again

back

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

What school did you attend for sixth grade?
Eunice ✓

Security question 2

What was your childhood nickname?
Mr Joe ✓

Security question 3

What was your favorite sport in high school?
Boxing ✓

Security question 4

What was the name of the hospital in which you were born?
Pelonomi ✓

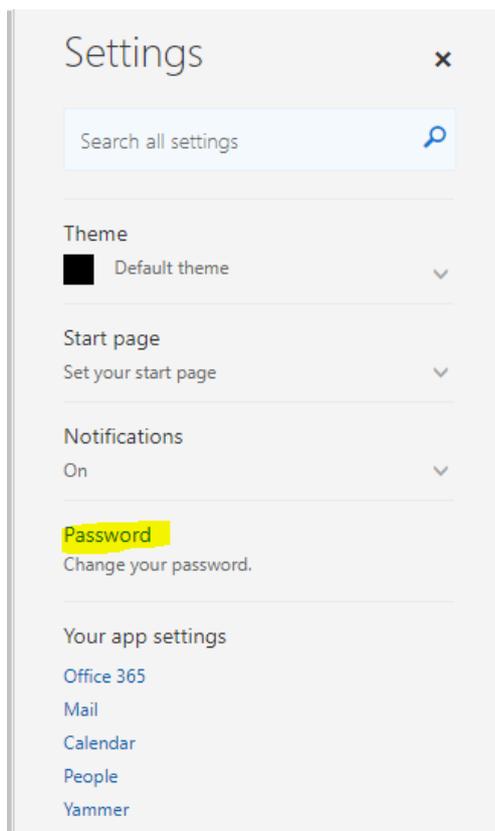
Security question 5

What is the last name of your favorite teacher in high school?
Dibete ✓

save answers

Step 6

Thereafter, you can reset your password as follow:



Settings

Search all settings

Theme
Default theme

Start page
Set your start page

Notifications
On

Password
Change your password.

Your app settings
Office 365
Mail
Calendar
People
Yammer

change password

User ID

214114228@stud.cut.ac.za

Old password

.....

Create new password

.....

Confirm new password

.....

submit

cancel

Click Submit. This completes your password change.

Step 7

Should users lose or forget their password, they can go to

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

<https://account.activedirectory.windowsazure.com/PasswordReset/Register.aspx?regref=ssprset>
[up](#)

Alternatively,

Click on the Student Password Reset icon on the desktop.

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below.

✓ Authentication Phone is set to +27 07 [redacted] [Change](#)

✓ Authentication Email is set to [redacted]@gmail.com. [Change](#)

looks good

[cancel](#)