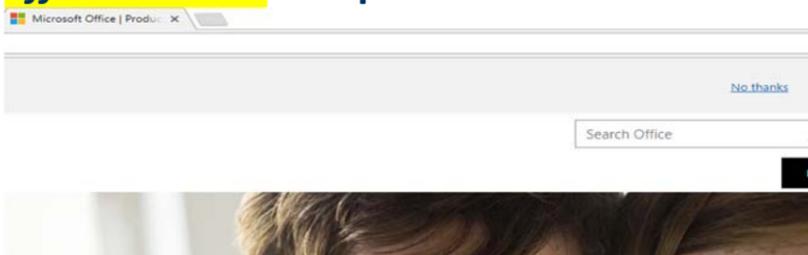# How to set up and change your student password.

You will need a working password or a temporary password.

- **Temporary password for students that registered this year for the first time at CUT is: P@ss[last six digits of student number], e.g. P@ss456789**

  - **Bloemfontein:** If your password has expired you can reset your password at the helpdesk in the foyer of the Student Academic Support Centre.
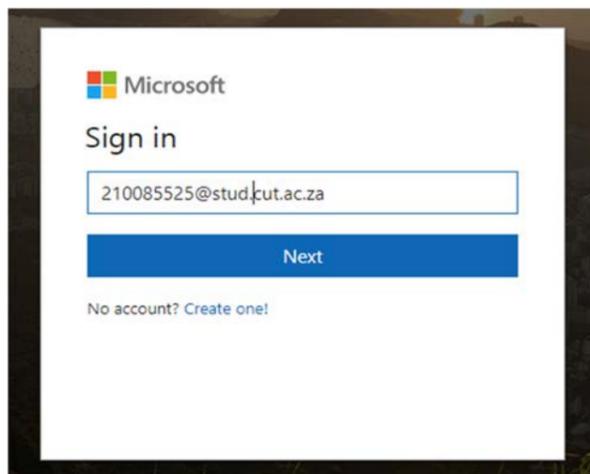 - **Welkom:** If your password has expired you can reset your password in Lab 110 Block M.

Step 1:

- **In your browser's address bar, type office365.com and press Enter.**

-
- **Click on "Sign in"**
-

Step 2:

Enter your full CUT email address that starts with your student number (studnr@stud.cut.ac.za) and click on "Next".

After successfully entering your password, the following screen will appear:

Click on "Next

Step 3:

Choose at least one of the options below:

Step 4:

Please enter your valid cell phone number! When you receive a code on your cell phone enter it and click on "Verify".

Step 4 (continue): You can also use a different email address (personal email) to the CUT one to Verify.

Step 4 (continue): You can also use some questions to Verify.

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
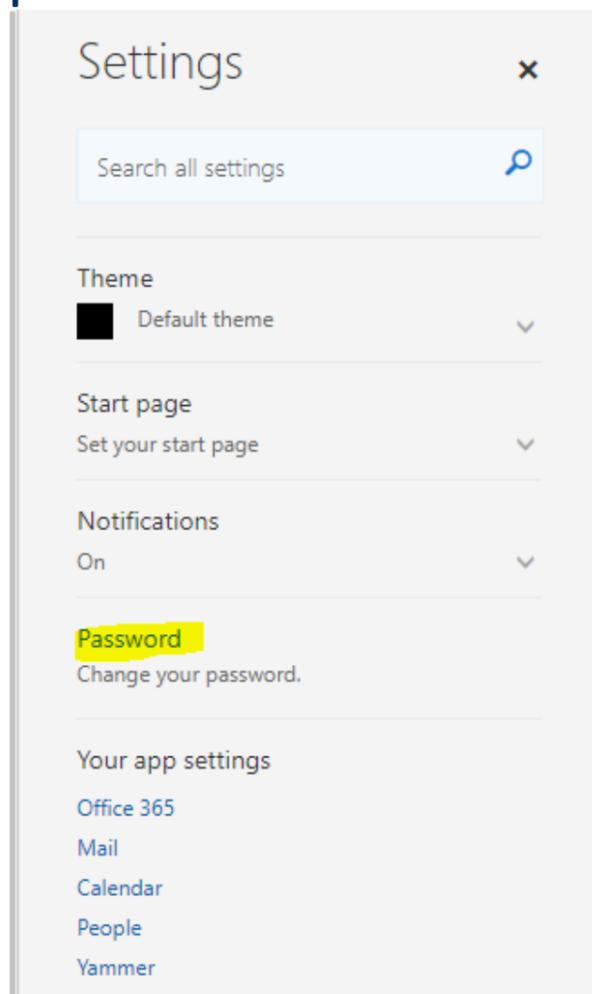What was your favorite sport in high school?
Boxing

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 5:

You can now select on the menu to reset your password.

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

- **A password must have 8 characters with at least one capital letter, at least one small letter, at least one number and at least one special character. E.g. Da*rk870**

Step 5 (continue):
- **A password must have 8 characters with at least one capital letter, at least one small letter, at least one number and at least one special character. E.g. Da*rk870**

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.

Reset your password later …
When you forget your password, or must renew your password when it expired, you can go on the CUT Website to Current Students, scroll down and find the link to *Reset your password*.
Complete your details and have your cell phone or personal email address ready for the code!

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 secure. You'll need to set up at least 2 of the options below.

Authentication Phone is set to +27 07......... Change

Authentication Email is set to ....@gmail.com. Change

looks good   cancel