

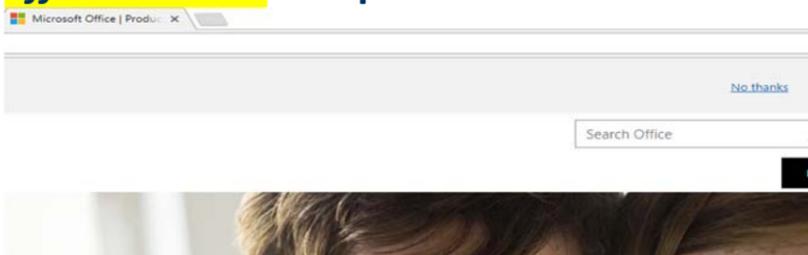
## How to set up and change your student password.

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.

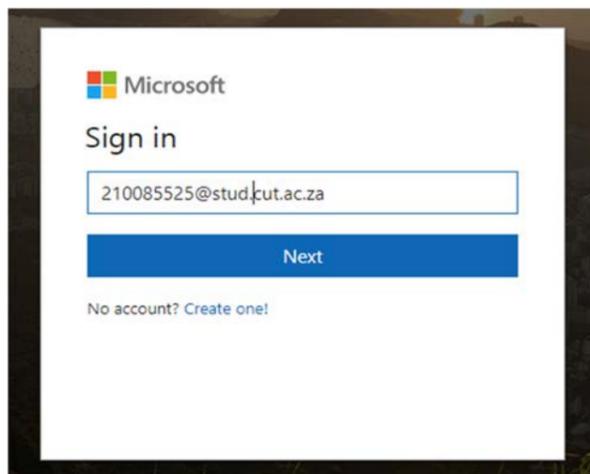
### Step 1:

- 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:



Additional info required

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



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

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone  
South Africa (+27)  
078 777  
text me call me

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

178956 verify  
back

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

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

### 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 ✓

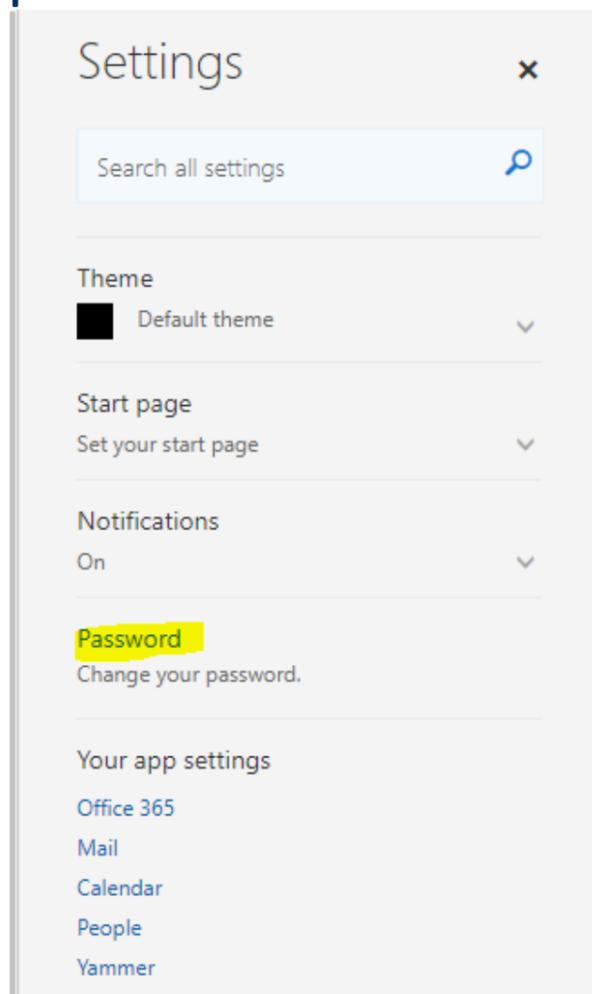
Security question 4  
What was the name of the hospital in which you were born?  
Pelonomi ✓

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

- ✓ Authentication Phone is set to +27 07 6111 1111 **Change**
- ✓ Authentication Email is set to [redacted]@gmail.com **Change**

looks good

cancel