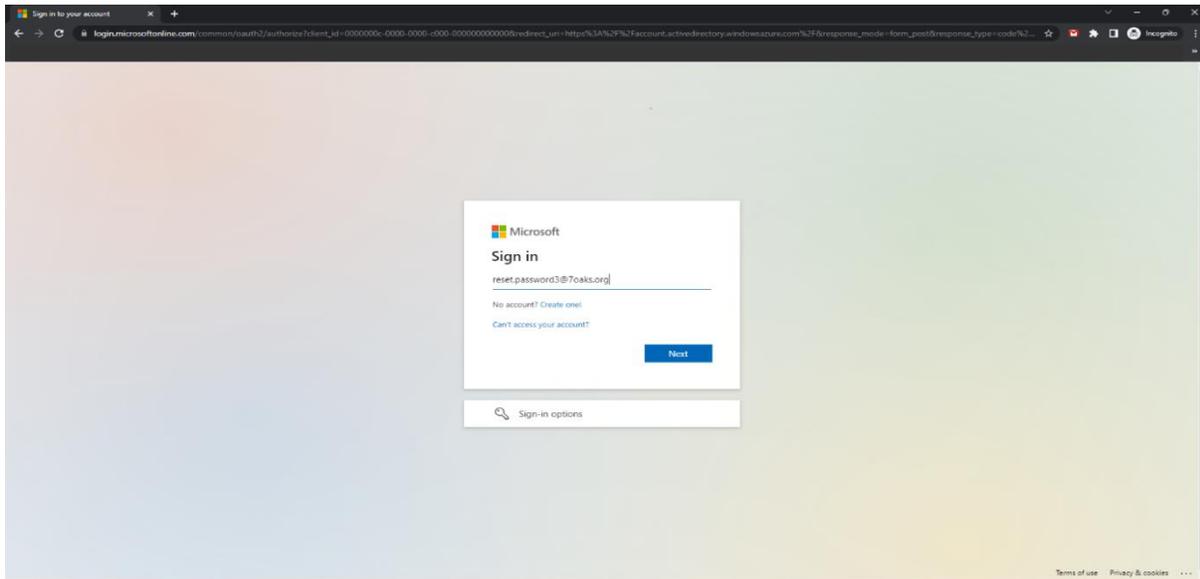


Self Serve Password Portal

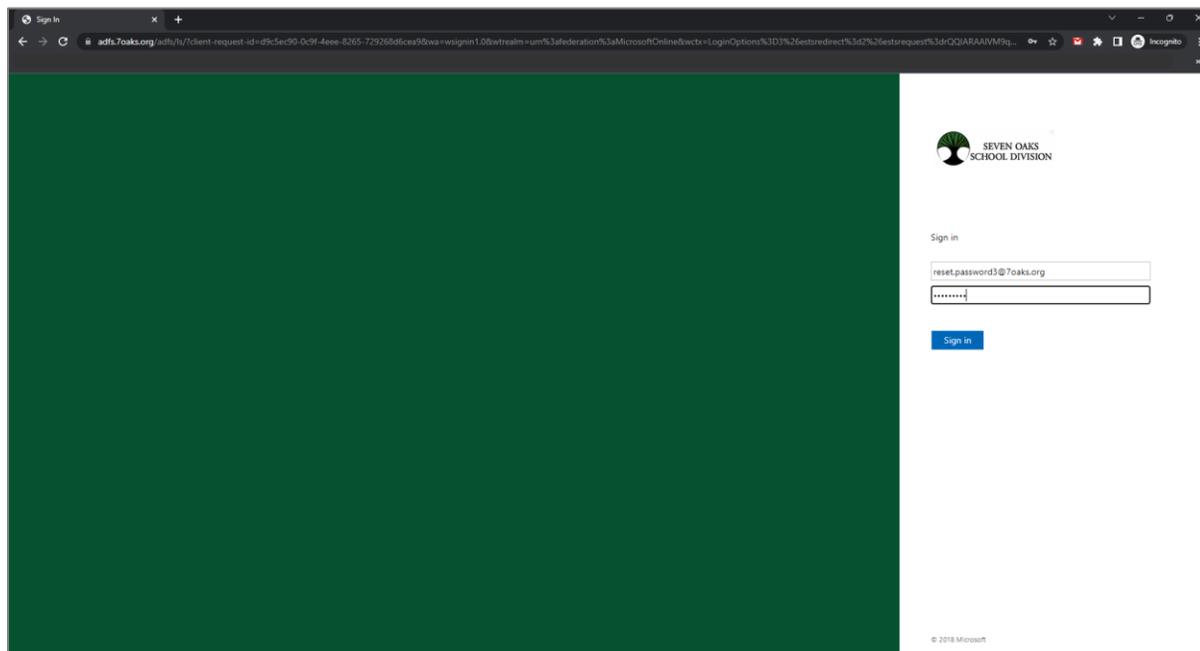
To have the ability to change your own password or if you have forgotten your password you first need to register for off-site access. If you have MFA enabled (which most of you should) then you just need to verify your details.

Note: We are using a test account “**reset.password3**” in this document. Please **substitute your own *firstname.lastname* where *reset.password3* is in this document.**

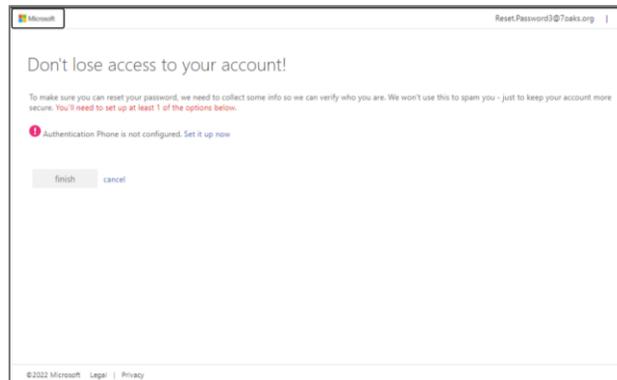
Please logon to <https://aka.ms//ssprsetup>, use your Seven Oaks email address to logon.



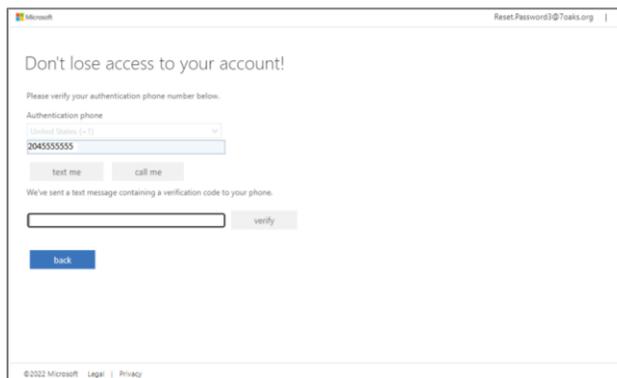
Verify your logon as below, with your account and password and click **Sign on**



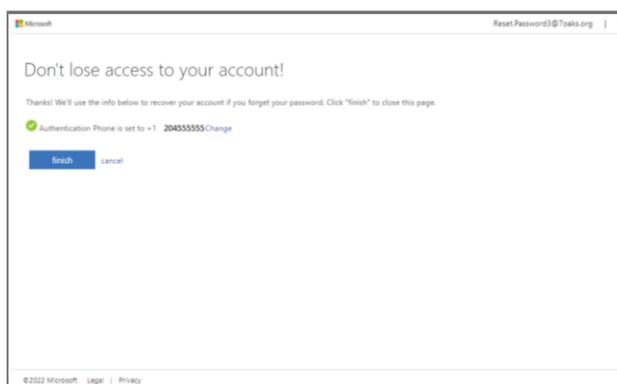
Here you will need to setup your phone for Multi-Factor Authentication to verify it is you. **Click on set it up now.** If you have already enrolled to MFA it will just ask to (**Verify** or click **Looks good**) instead of **Set it up now.**



Click on the defaults and you should get a verification text, here you will put in the verification number and click on Verify one more time.



If you need to make changes to your number do so now otherwise click **Finish**.



When you reach this screen you are successful, and you can logout in the top right corner. You can now change your password remotely, anywhere there is an internet connection.

