



Register for MFA To Allow Password Resets

Once registered for MFA, you will be able to reset your Microsoft account password yourself.

1. Click the link below to register

<https://aka.ms/ssprsetup>

2. Log in using your @qahe365.com account.

The first screenshot shows the Microsoft sign-in page. It has the Microsoft logo at the top, followed by 'Sign in'. Below that is the email address 'qa2test@qahe365.com' entered in a text field. There is a link 'Can't access your account?' and a blue 'Next' button. At the bottom, there is a 'Sign-in options' link with a magnifying glass icon.

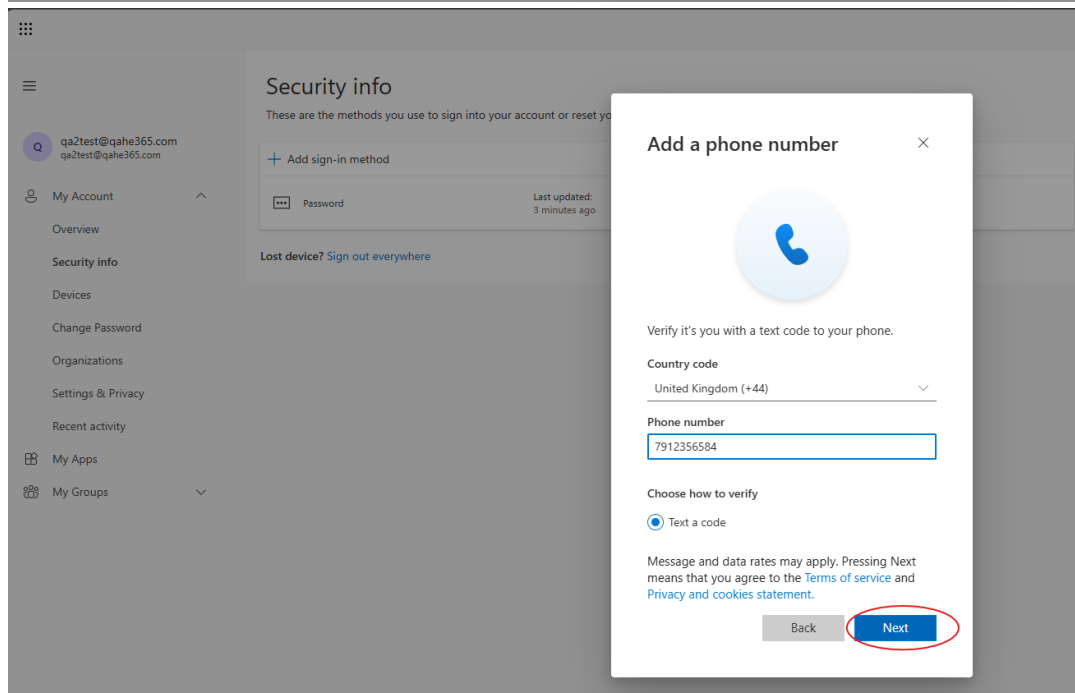
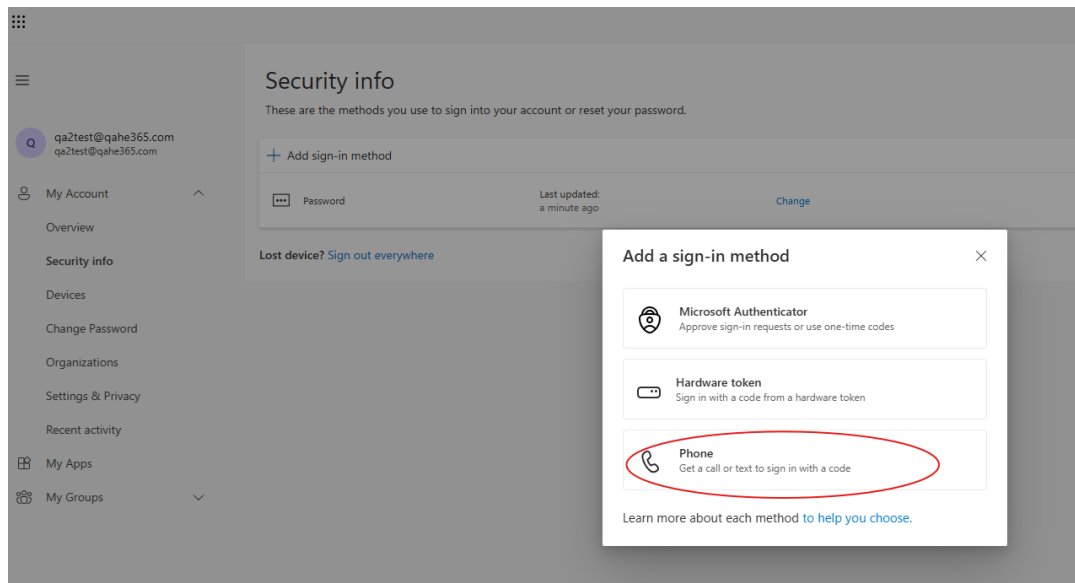
The second screenshot shows the 'Enter password' page. It has the Microsoft logo at the top, followed by the email address 'qa2test@qahe365.com'. Below that is the text 'Enter password' and a password field with dots. There is a link 'Forgot my password' and a blue 'Sign in' button circled in red.

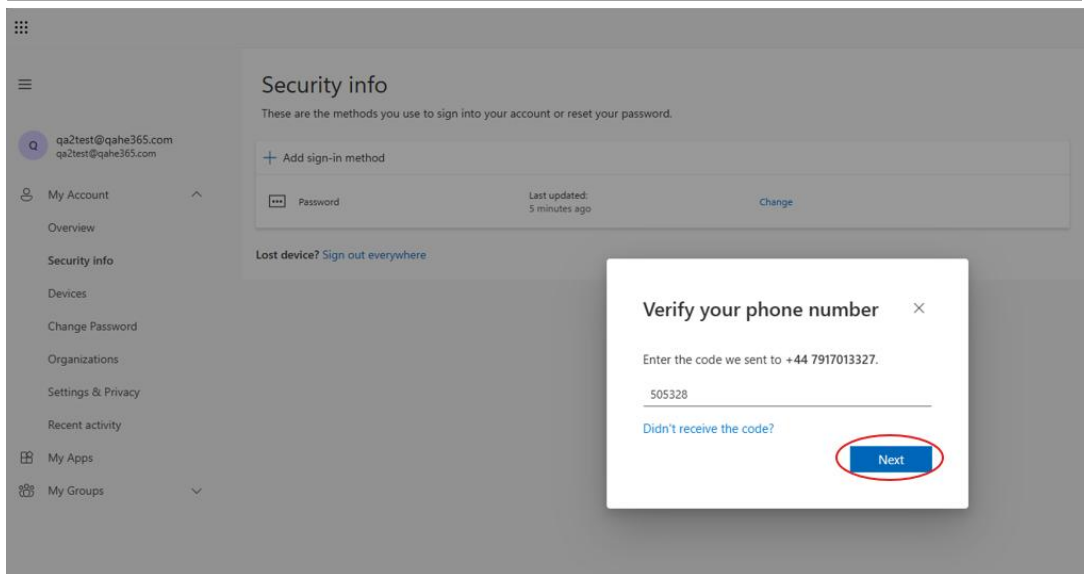
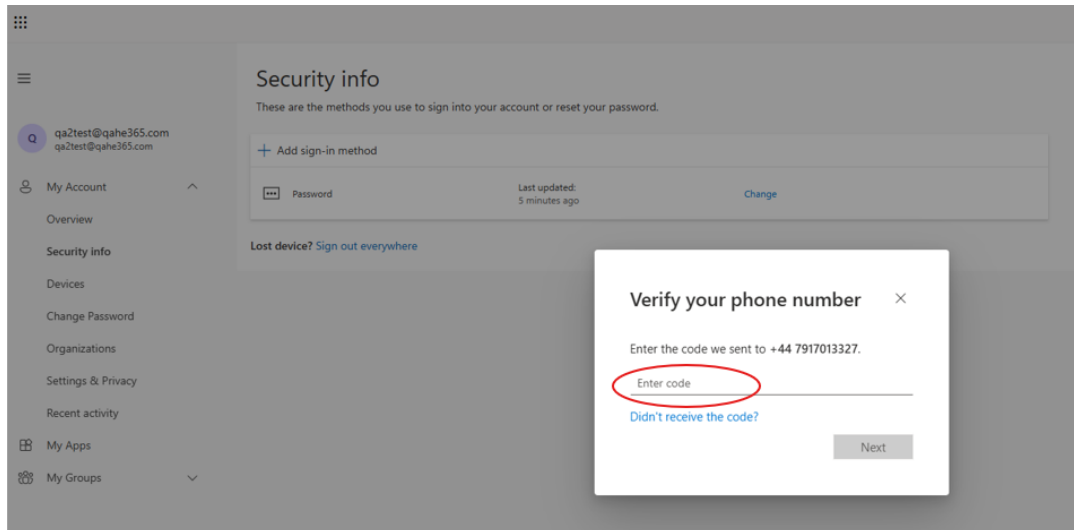
3. Click Add sign-in method.

The screenshot shows the Microsoft account 'Security info' page. On the left is a sidebar with navigation links: 'My Account', 'Overview', 'Security info', 'Devices', 'Change Password', 'Organizations', 'Settings & Privacy', 'Recent activity', 'My Apps', and 'My Groups'. The main content area is titled 'Security info' and has a subtitle 'These are the methods you use to sign into your account or reset your password.' Below this is a link '+ Add sign-in method' circled in red. There is also a 'Password' section with a 'Change' link and a 'Lost device? Sign out everywhere' link.

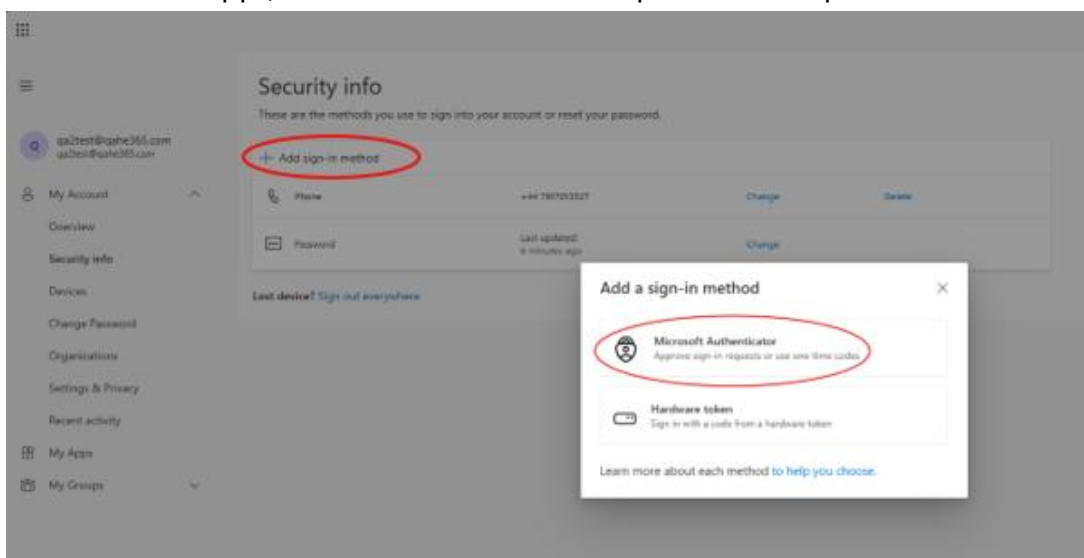


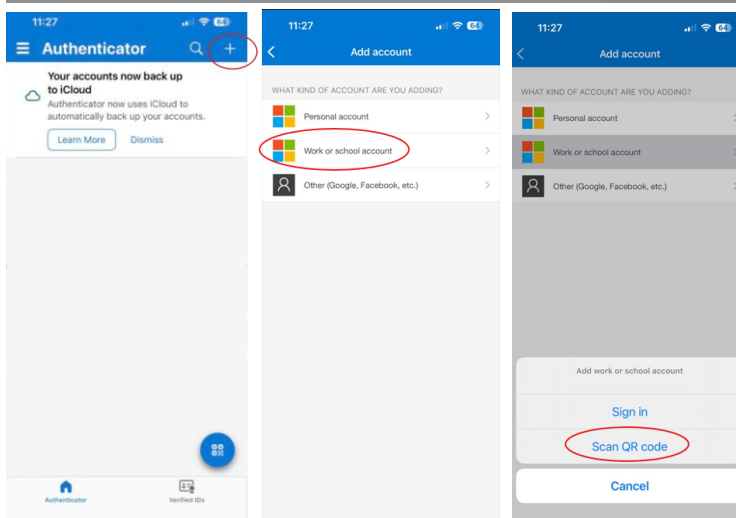
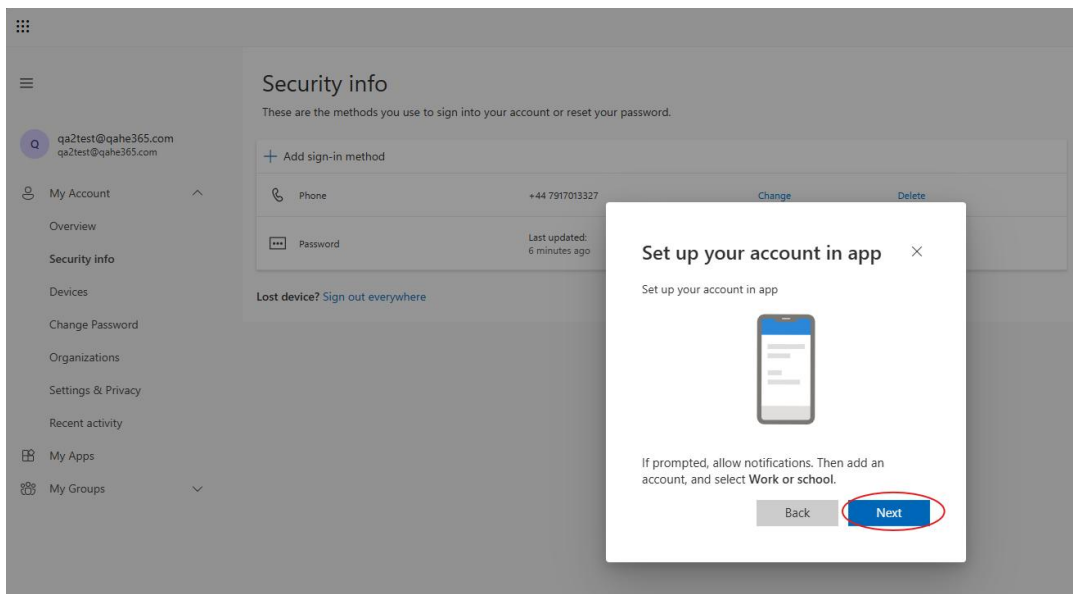
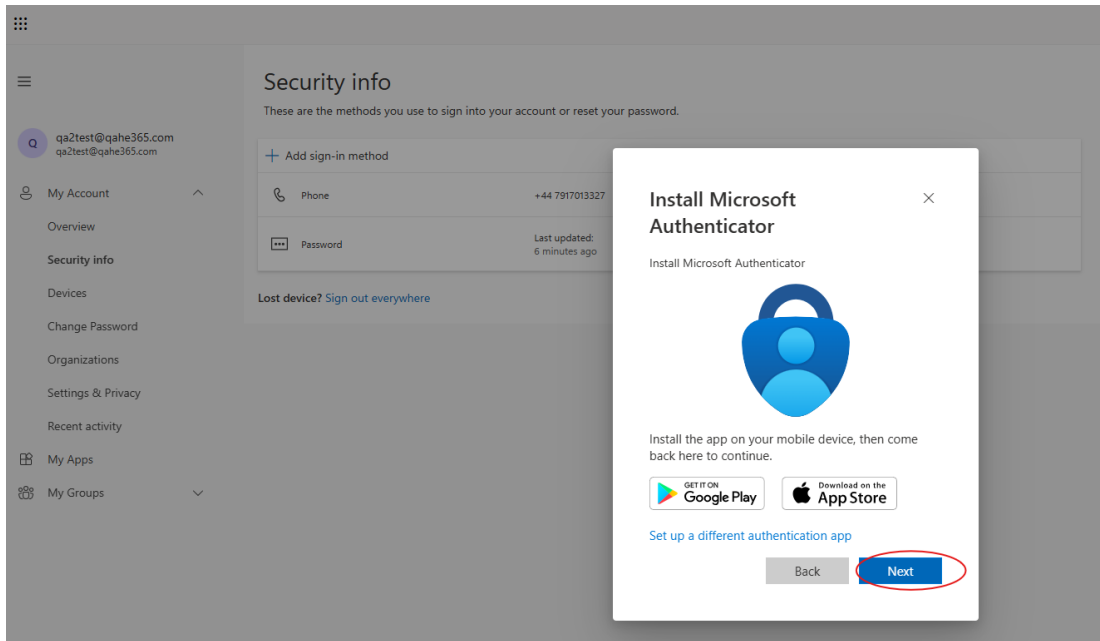
4. Select Phone and enter your mobile number and follow the steps to verify the number.

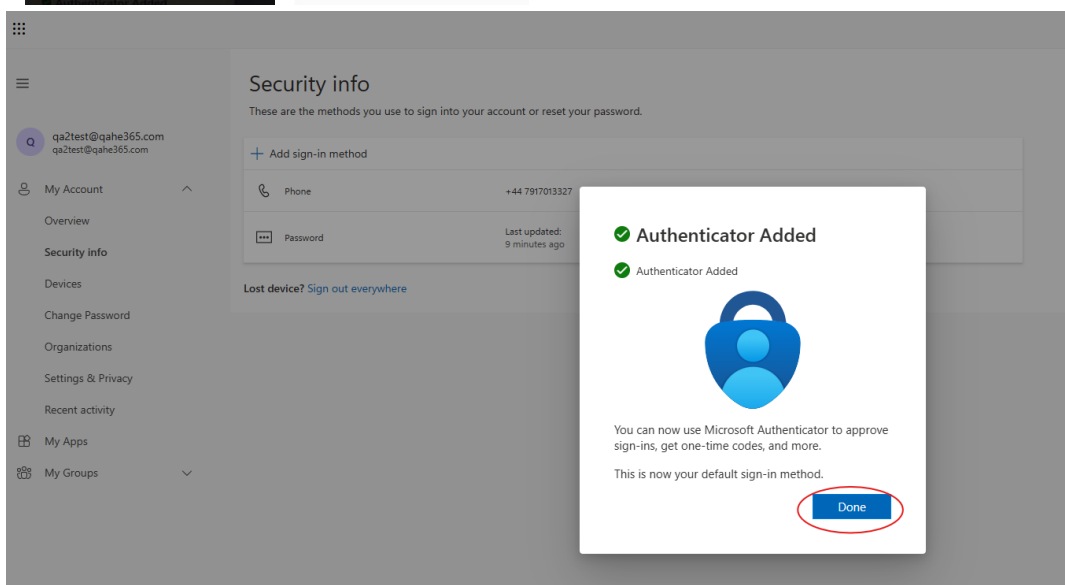
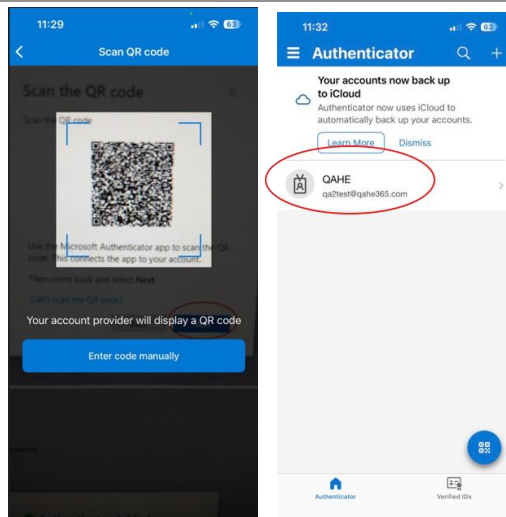
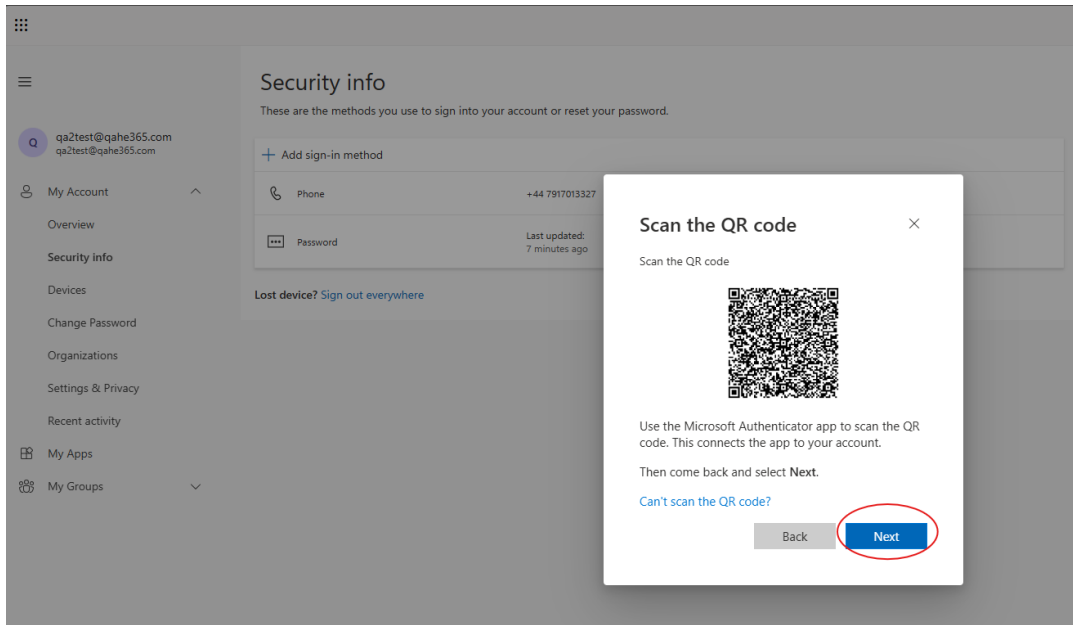


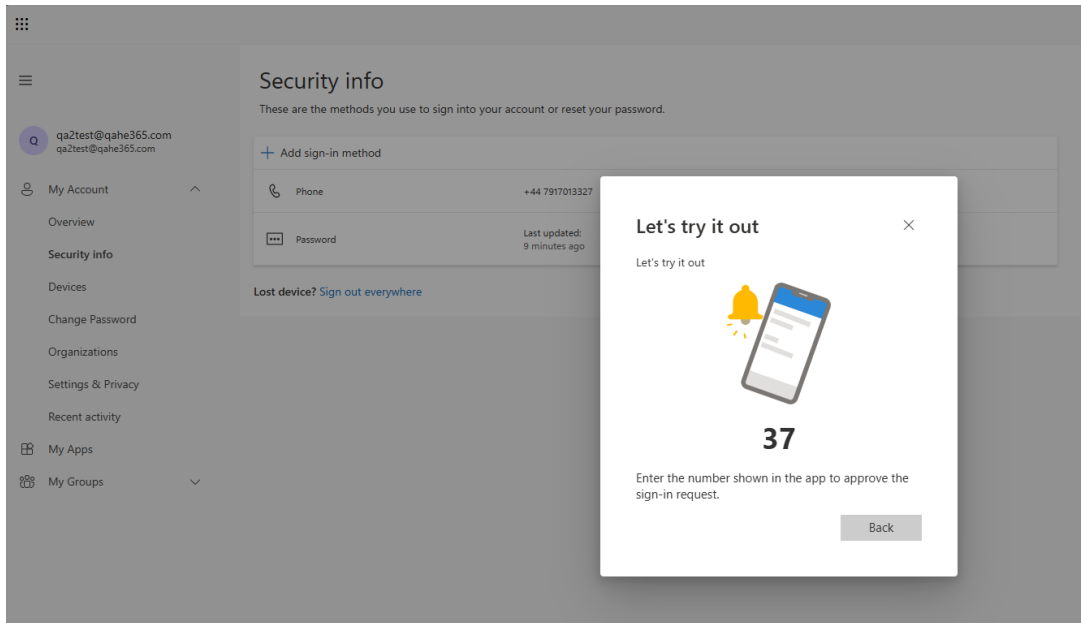


5. Click Add sign-in method again to select the second method “Microsoft Authenticator App”, follow the screens to complete the setup.









6. There should now be two methods listed, once confirmed you can log out by following the screens.

