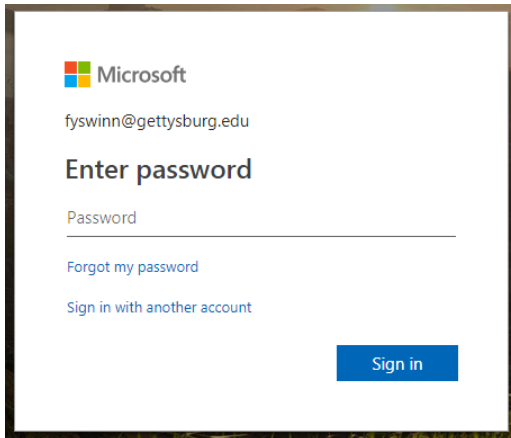# Resetting your Gettysburg College Alumni Account Password

(For Alumni graduating in 2014 and later)

1. At the Office 365 login Page, Select **Forgot my Password**

2. You will be redirected to a similar page, make sure your User ID is correct (ex. Jdoe01@alumni.gettysburg.edu) and Enter the characters shown. Click **Next.**

3. You'll be directed to this page, where you will need to complete the 2 step verification process, via phone call/text and email (When setting up your alumni account, you set this up).

    Microsoft

    # Get back into your account

    verification step 1 > verification step 2 > choose a new password

    Please choose the first contact method we should use for verification:

    ⦿ Email my alternate email   You will receive an email containing a verification code at your alternate email address (ts*******@gmail.com).

    ◯ Text my mobile phone   [Email]

    ◯ Call my mobile phone

    Cancel

4. When you've successfully completed the 2-Step Authentication process, you will now be able to choose a new password. The page looks like this. Click **Finish** when you've entered/confirmed a new password.

    Microsoft

    # Get back into your account

    verification step 1 ✓ > verification step 2 ✓ > **choose a new password**

    * Enter new password:

    [   ]

    * Confirm new password:

    [   ]

    [Finish] Cancel