

Set Up Self-Service Password Reset

1. Go to <https://myapps.microsoft.com>, sign in with your full email address for the username and click **Next**. Then enter your password. If you are already signed into Office 365 products (email, OneDrive, etc.) you will not need to enter a password.



Sign in

username@centralislip.k12.ny.us

No account? [Create one!](#)

[Can't access your account?](#)

Next

2. Click the **Office 365 Self-Service Password** icon.



Outlook Email



Word Online



OneDrive

Self Service
Password Reset

Office 365 Self-
Service Password..



Excel Online



Think Central

3. Click **Set up self service password reset**

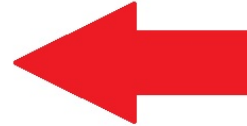
Manage account

Change password

Set up self service password reset

Review terms of use

Sign out everywhere



4. Click the **re-enter my password** button.

confirm your current password

In order to keep your security information private, we need you to re-enter your current password

re-enter my password

cancel

5. Enter your current password. Then click the **Sign In** button.

Central Islip School District

Sign in with your organizational account

username@centralislip.k12.ny.us


Enter your current password here


Sign in


6. Set up 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. secure. 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](#)

If you still require assistance, please open a help
Desk Ticket

<http://helprequest.centralislip.k12.ny.us/helprequest>