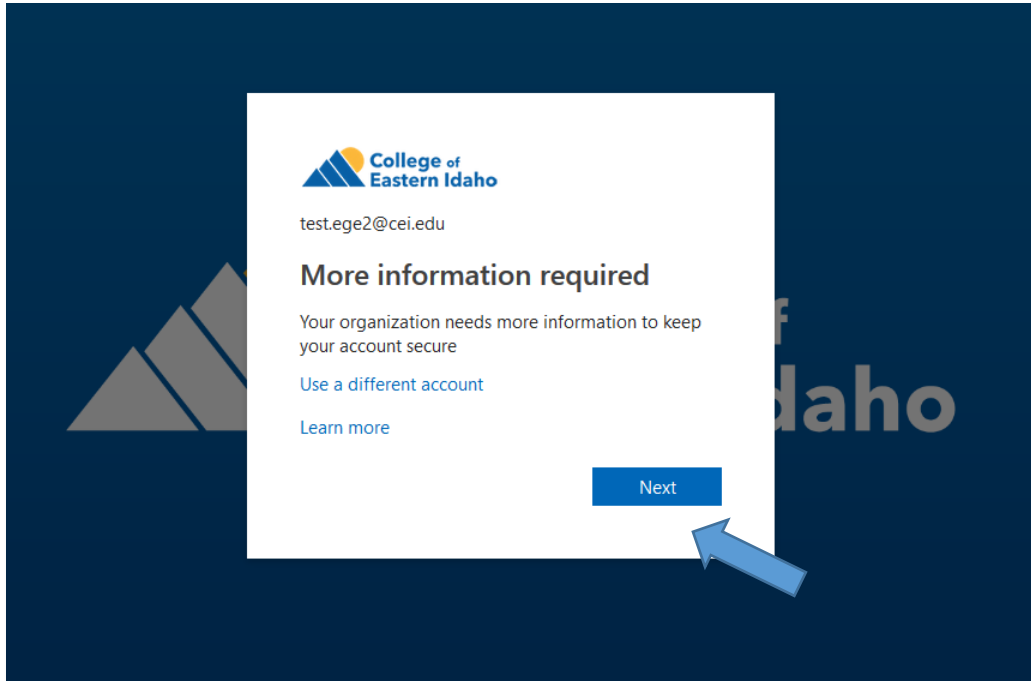
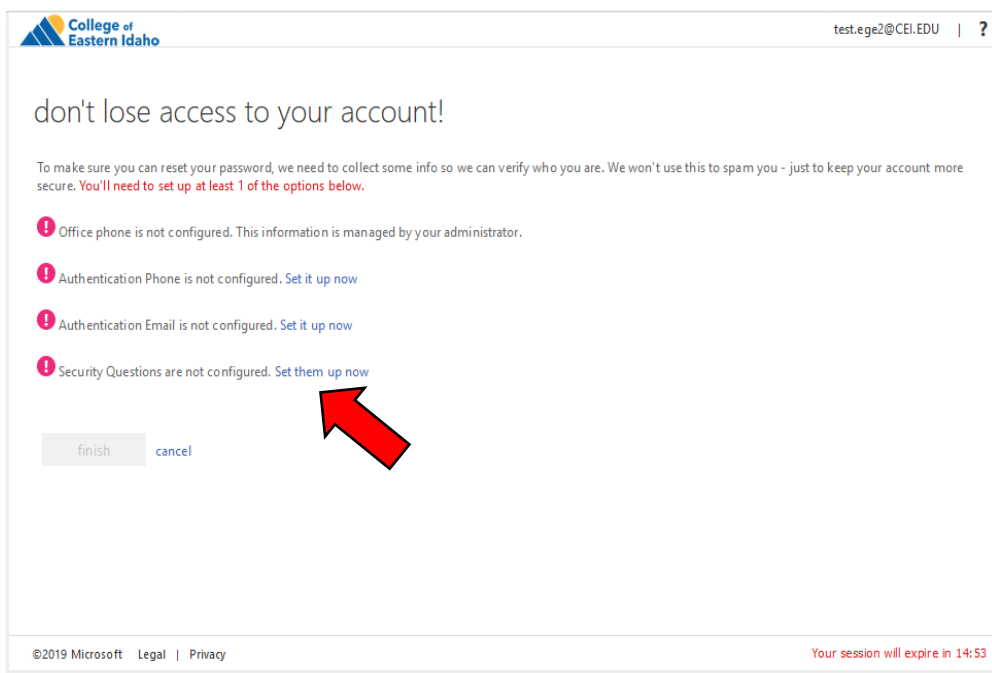


ACCOUNT PASSWORD RESET

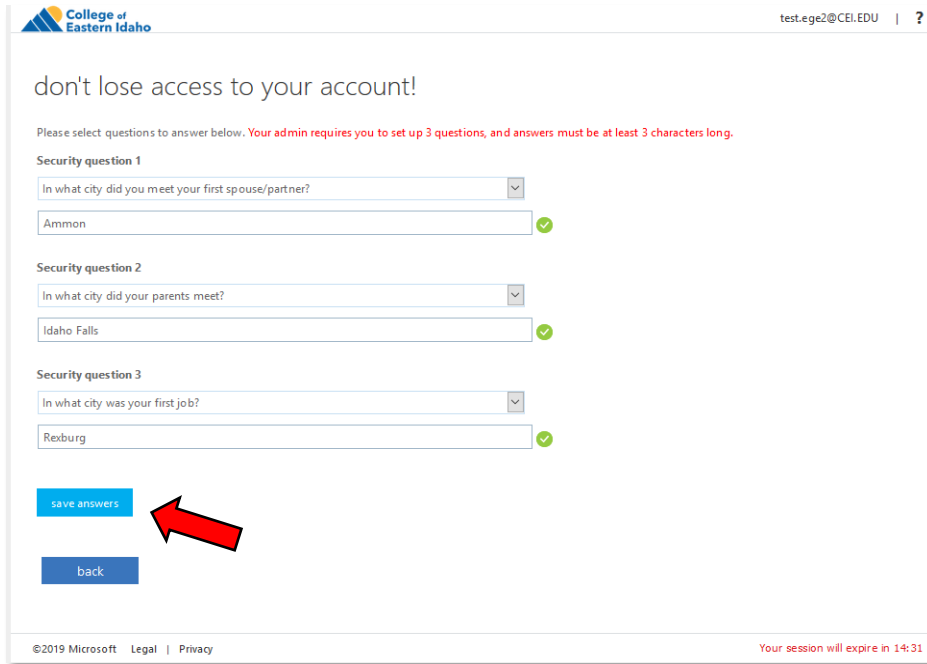
First of all, to be able to use the Security Question Password reset option, we need to configure the security questions. When it's enabled, your next login will prompt you for action.



After clicking **Next**, you will see the page below. Go ahead and click "Security Questions are not configured. **Set them up now**".



On this page, you will select one of the options from the drop down and create your all three security questions/answers. When you are done, click “save answers”.



College of Eastern Idaho | test.ege2@CEI.EDU | ?


don't lose access to your account!

Please select questions to answer below. **Your admin requires you to set up 3 questions, and answers must be at least 3 characters long.**

Security question 1
In what city did you meet your first spouse/partner?
Ammon ✓

Security question 2
In what city did your parents meet?
Idaho Falls ✓

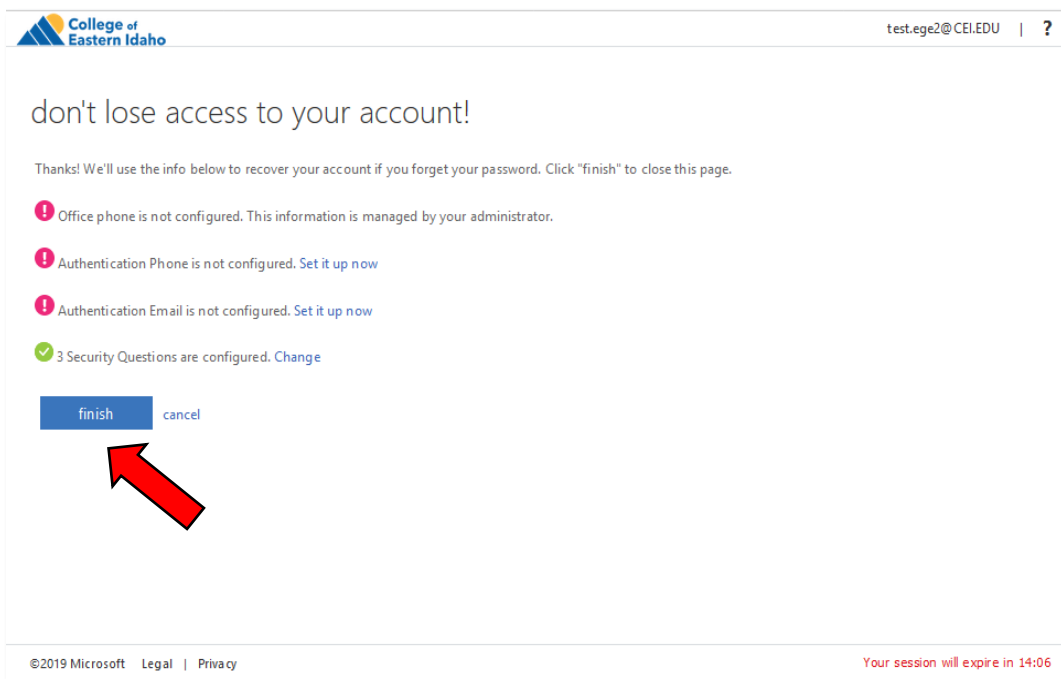
Security question 3
In what city was your first job?
Rexburg ✓

save answers 

back

©2019 Microsoft | Legal | Privacy | Your session will expire in 14:31

After that, click “Finish”.




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don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

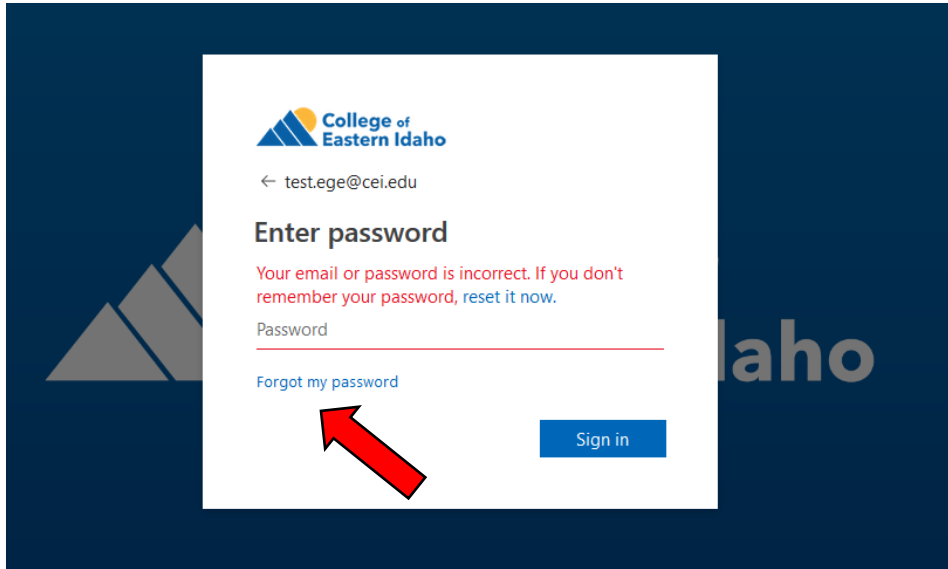
- ❗ Office phone is not configured. This information is managed by your administrator.
- ❗ Authentication Phone is not configured. [Set it up now](#)
- ❗ Authentication Email is not configured. [Set it up now](#)
- ✓ 3 Security Questions are configured. [Change](#)

finish [cancel](#)

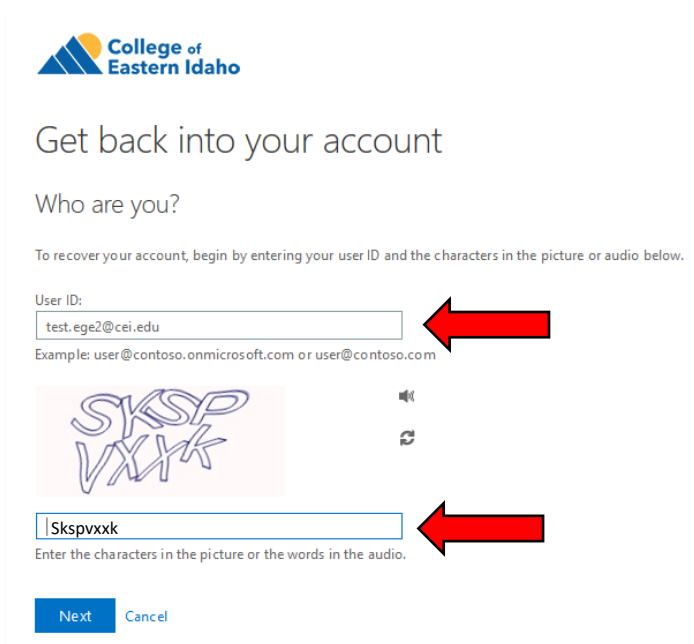


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When you need to reset your forgotten password, click “**Forgot my Password**”.



On the next page, first make sure your user id is correct (It's your school email address firstname.lastname@cei.edu) and then enter the characters in the picture (It's NOT case sensitive) then click **Next**.



Fill out your answers for the questions and then hit **Next**.

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Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Answer my security questions

In what city did your parents meet?
Idaho Falls

In what city did you meet your first spouse/partner?
Ammon

In what city was your first job?
Rexburg

Next [Contact your administrator](#)

Finally, you can create your new password and click **Finish**.

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Get back into your account

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

* Enter new password:
|

* Confirm new password:
|

Finish [Cancel](#)