

# Enterprise IT State of Nevada

## O365 Password Reset Setup

1. Login to <https://office.com>

Microsoft

### Sign in

christest@admin.nv.gov

No account? [Create one!](#)

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

[Back](#) [Next](#)

State of Nevada

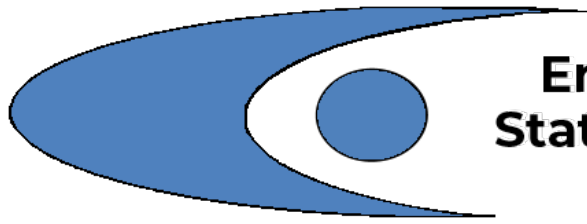
← christest@admin.nv.gov

### Enter password

Password

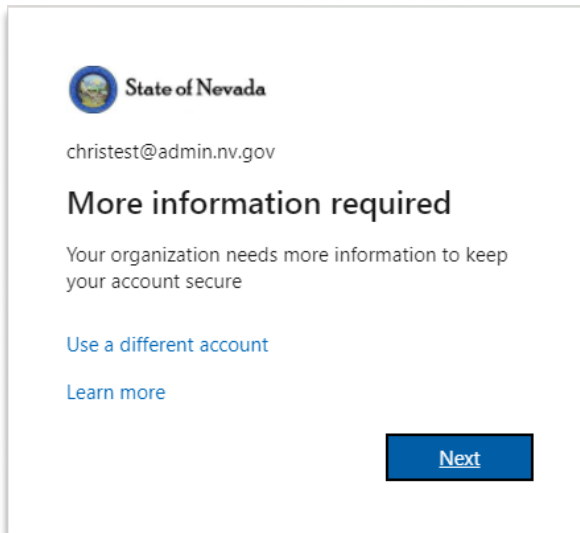
[Forgot my password](#)

[Sign in](#)

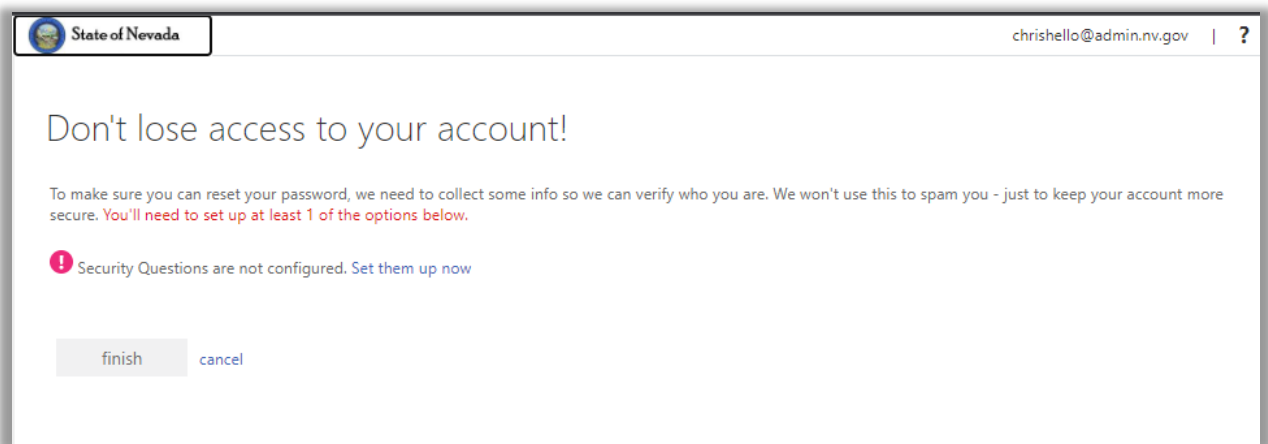


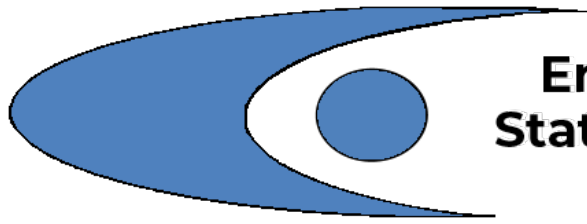
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2. You will see window saying more information is required. Hit Next



3. You will see the three requirements that need to be setup. Click Set it up.





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4. Select 5 different security questions from the different drop downs and then put in your answers and select save answers.

A screenshot of a web browser window showing the "State of Nevada" security question setup page. The page title is "Don't lose access to your account!". Below the title, there is a red instruction: "Please select questions to answer below. Your admin requires you to set up 5 questions, and answers must be at least 3 characters long." The page contains five "Security question" sections, each with a dropdown menu and a text input field. The questions and answers are: 1. "What city were you in on New Year's 2000?" with answer "No Where"; 2. "What is the name of the place in which you held your first wedding reception?" with answer "Tahoe"; 3. "What is your favorite food?" with answer "Chinese"; 4. "What is your youngest sibling's middle name?" with answer "Godzilla"; 5. "Who is the most famous person you have ever met?" with answer "Jerry Rice". Each answer field has a green checkmark to its right. At the bottom of the form, there are two buttons: "save answers" (highlighted in blue) and "back".

5. Once all the questions are completed. You will see the below and then click finish.

A screenshot of a web browser window showing the "State of Nevada" security question completion page. The page title is "Don't lose access to your account!". Below the title, there is a message: "Thanks! We'll use the info below to recover your account if you forget your password. Click 'finish' to close this page." Below the message, there is a green checkmark icon followed by the text "5 Security Questions are configured. Change". At the bottom of the page, there are two buttons: "finish" (highlighted in blue) and "cancel".

**Congratulations! You are now setup to use password reset through Office 365.**