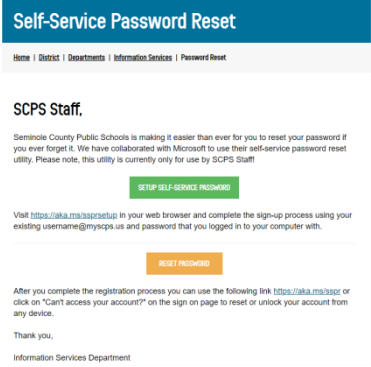
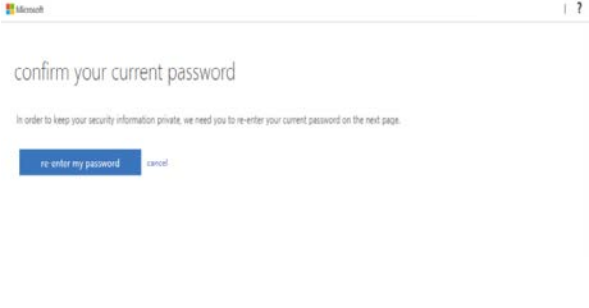
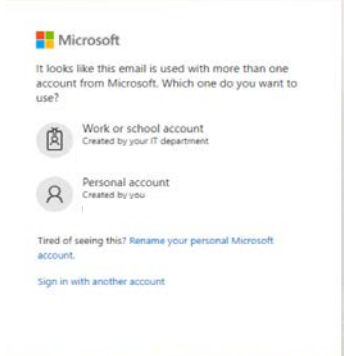


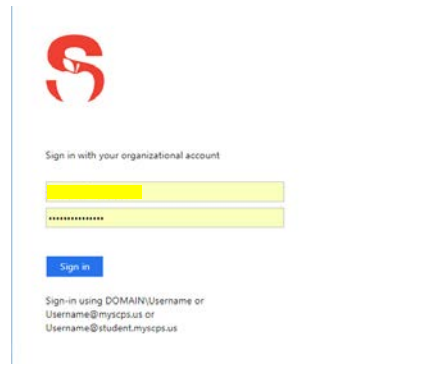
# Self-Service Password Reset

## SSPR

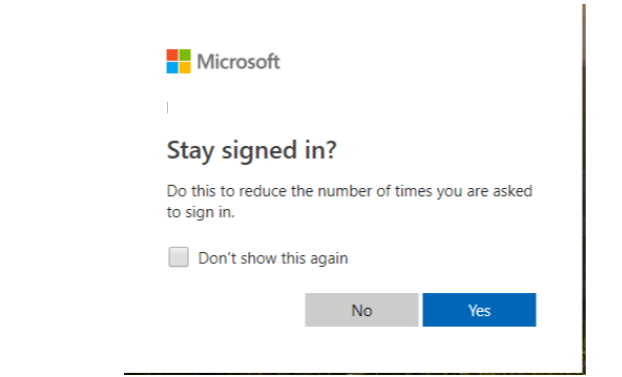
The following document will walk users through how to set up Self-Service Password Reset. This will allow a user to easily reset their password from any internet connection.

<p><b>Navigate to <a href="https://passwords.scps.k12.fl.us">passwords.scps.k12.fl.us</a> using your web browser, and click the green “Setup Self-Service Password” button</b></p>	
<p><b>Confirm your current password by clicking the blue “re-enter my password” button. (If you are prompted to enter your password, please do so)</b></p>	
<p><b>If presented with the screen to the right, select the option for “Work or school account”</b></p> <p>Verify that your @myscps.us account is correct below the option.</p> <p><b>If you are not presented with the screen to the right, proceed to the next step.</b></p>	

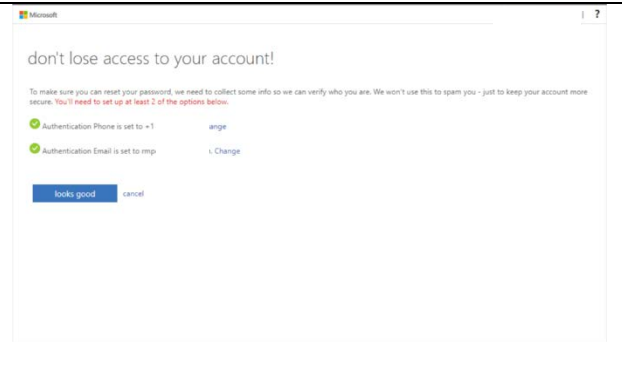
Type in your credentials one final time to verify it is you.



If prompted to stay signed in, select the “No” option.



Add either your Phone number or personal email address as a second authentication step and follow the directions on the screen to verify either your phone number or email.  
**Note: Do NOT use your work email as a form of authentication. Use your personal email!**



Once you have entered either your phone number or email address (you can enter both if you choose) and have the “green” check mark next to the option(s) you selected, click the blue “finish” button.  
**Note: The next screen will be a list of your Office 365 applications. You can go close the tab.**

