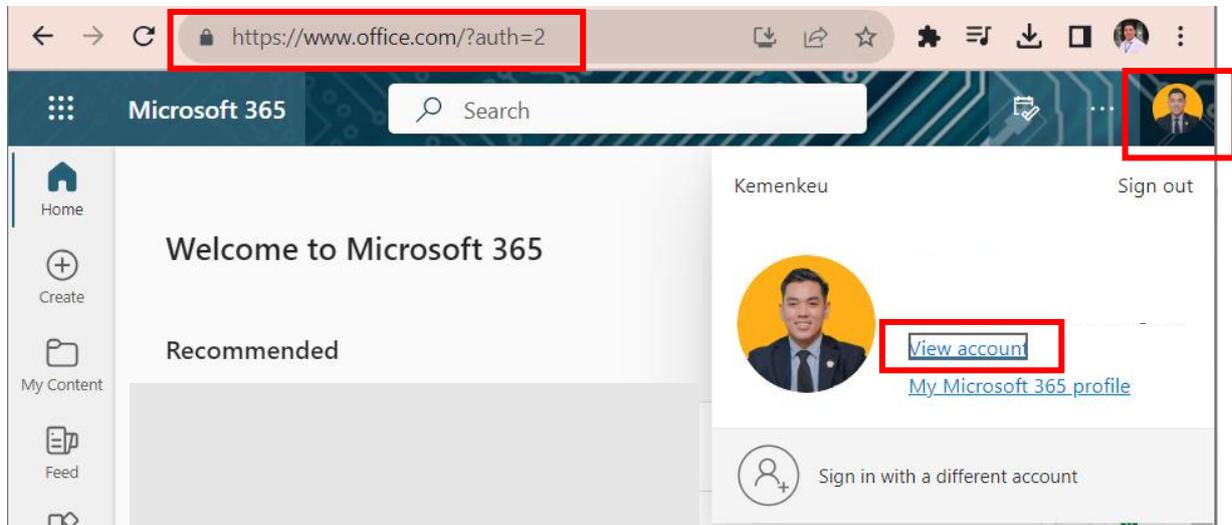


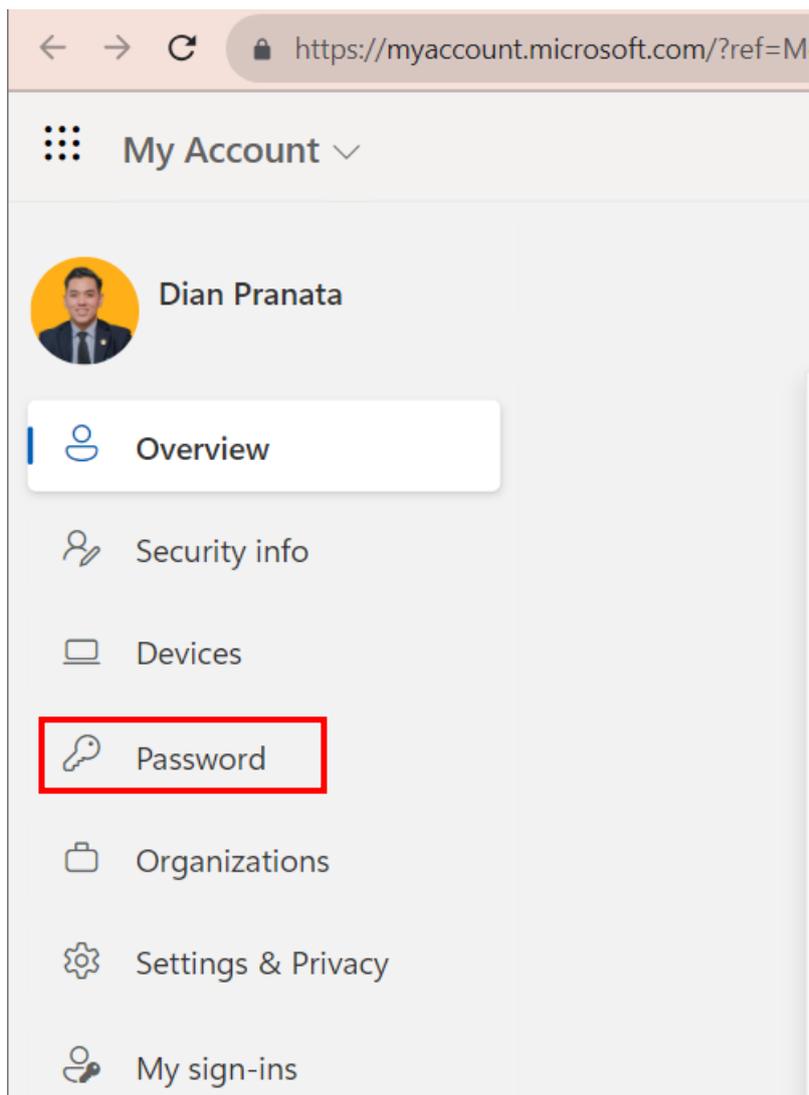
MENGUBAH PASSWORD SECARA MANDIRI

CARA 1

1. Masuk ke halaman office.com
2. Klik Photo Profile Kanan Atas
3. Klik View Account



4. Klik Password



- Masukkan Password Lama pada form pertama (paling atas), dan selanjutnya masukkan password baru pada form kedua dan ketiga.
- Klik Submit

Change password

User ID

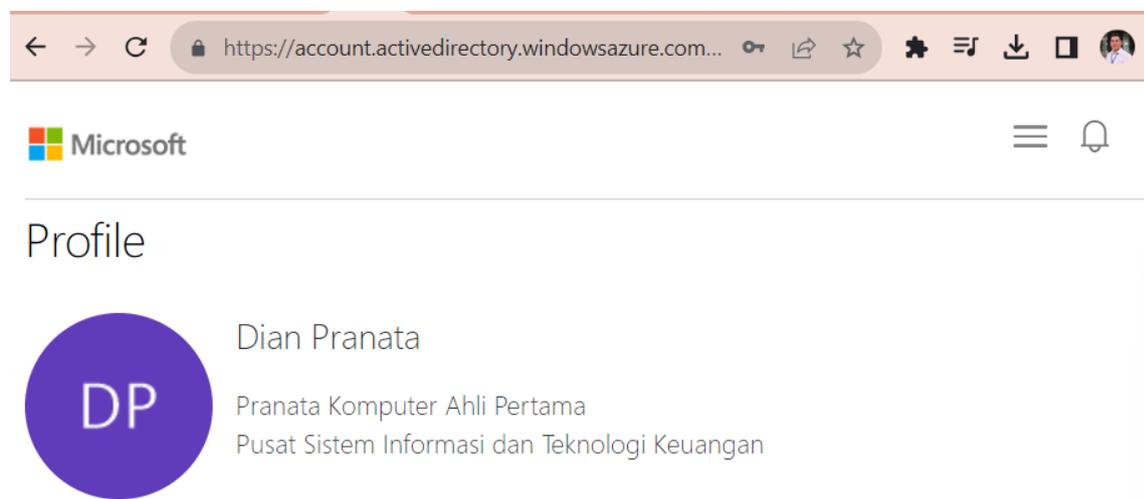
Old password

Create new password

Confirm new password

Submit cancel 

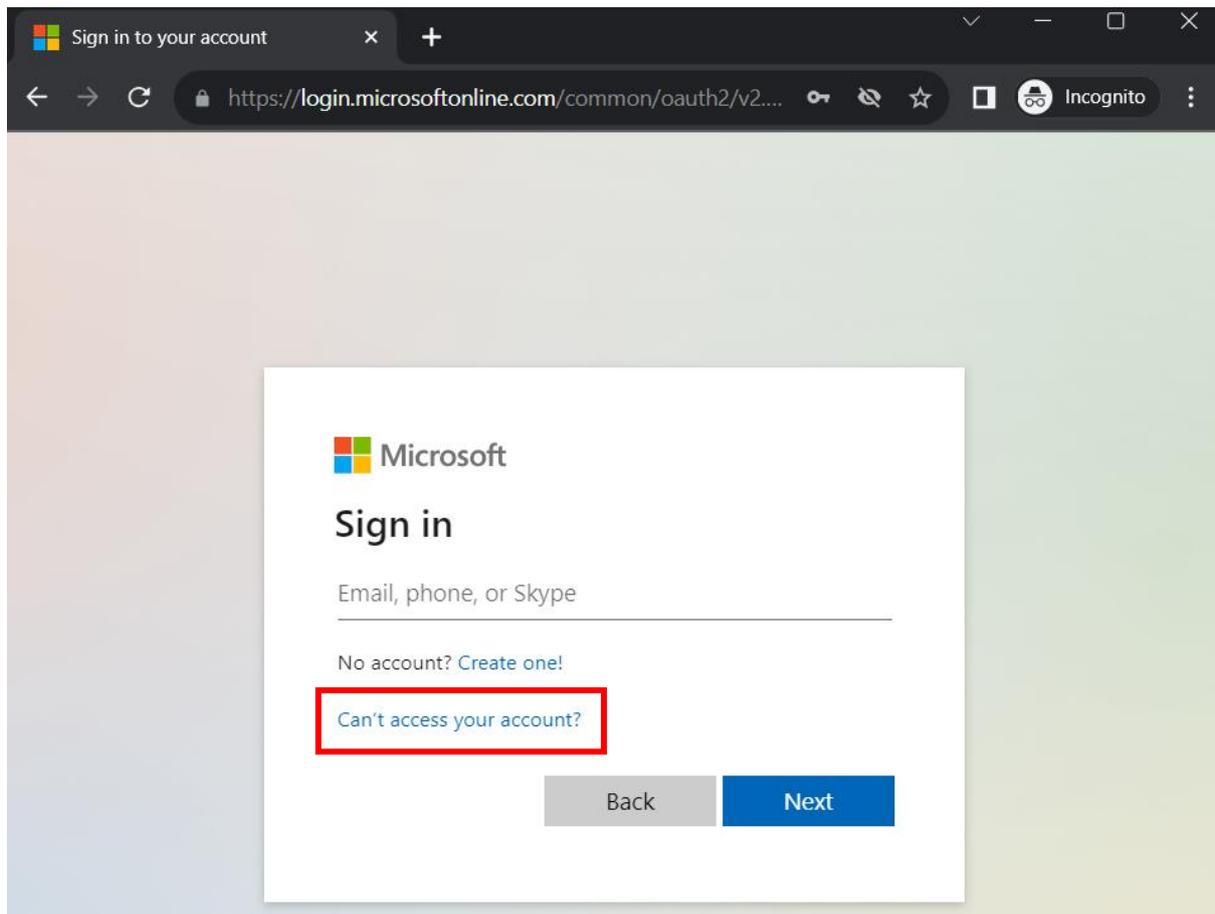
- Setelah selesai proses perubahan password akan masuk ke menu Profile



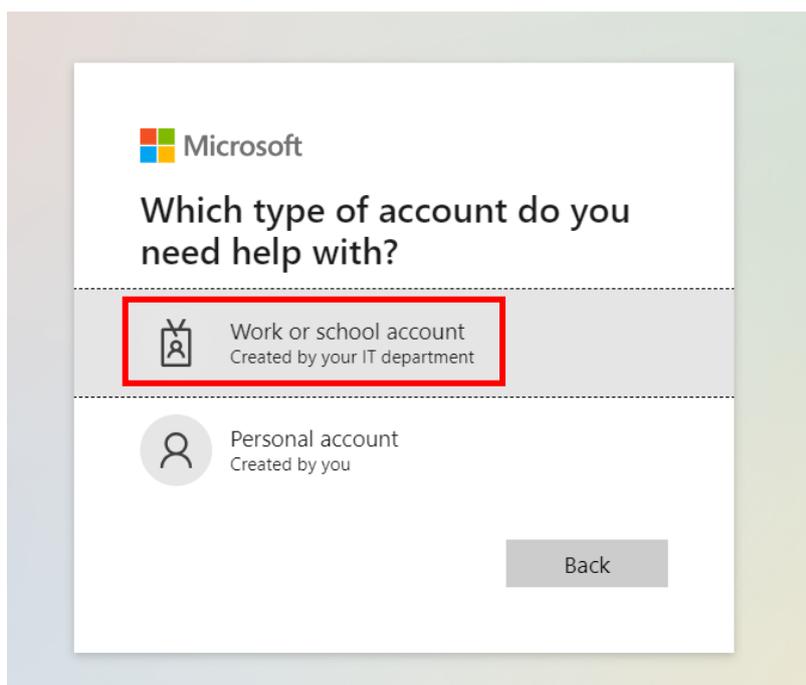
The screenshot shows a web browser window with the address bar displaying <https://account.activedirectory.windowsazure.com...>. The page header includes the Microsoft logo and navigation icons. The main content area is titled "Profile" and features a circular profile picture with the initials "DP" on a purple background. To the right of the picture, the name "Dian Pranata" is displayed, followed by the job title "Pranata Komputer Ahli Pertama" and the organization "Pusat Sistem Informasi dan Teknologi Keuangan".

CARA 2

1. Buka halaman office.com
2. Klik sign in
3. Klik Can't access your account



4. Klik Work or School Account



5. Masukkan email user yang akan reset password pada form pertama
6. Masukkan kode yang muncul pada bagian form kedua
7. Klik Next

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio. *

8. Pilih I forgot my password
9. Klik Next

Microsoft

Get back into your account

Why are you having trouble signing in?

I forgot my password
No worries, we'll help you to reset your password using the security info you registered with us.

I know my password, but still can't sign in
This might happen because you tried signing in with an incorrect password too many times.
If you choose this option, you'll keep your existing password and we'll unlock your account so you can sign in again.

- 10. Pilih Text my mobile phone
- 11. Masukkan Nomor Handphone
- 12. Klik Text

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:

<ul style="list-style-type: none"><input checked="" type="radio"/> Text my mobile phone<input type="radio"/> Call my mobile phone<input type="radio"/> Call my office phone<input type="radio"/> Approve a notification on my authenticator app<input type="radio"/> Enter a code from my authenticator app	<p>In order to protect your account, we need you to enter your complete mobile phone number (*****53) below. You will then receive a text message with a verification code which can be used to reset your password.</p> <div style="border: 1px solid #ccc; padding: 5px; width: 250px; margin-bottom: 10px;">Enter your phone number</div> <div style="border: 1px solid #ccc; padding: 5px; width: 80px; margin-bottom: 10px;">Text</div>
---	--

- 13. Masukkan kode yang masuk melalui sms
- 14. Klik Next

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:

<ul style="list-style-type: none"><input checked="" type="radio"/> Text my mobile phone<input type="radio"/> Call my mobile phone<input type="radio"/> Call my office phone<input type="radio"/> Approve a notification on my authenticator app<input type="radio"/> Enter a code from my authenticator app	<p>We've sent you a text message containing a verification code to your phone.</p> <div style="border: 1px solid #ccc; padding: 5px; width: 250px; margin-bottom: 10px;">Enter your verification code</div> <div style="border: 1px solid #ccc; padding: 5px; width: 80px; margin-bottom: 10px;">Next</div>
---	---

15. Pilih Approve a notification on my authenticator app
16. Send Notification

Microsoft

Get back into your account

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

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

<input type="radio"/> Call my office phone	Send a notification to your authenticator app on your mobile device.
<input checked="" type="radio"/> Approve a notification on my authenticator app	
<input type="radio"/> Enter a code from my authenticator app	

17. Masukkan Password baru pada form new password dan confirm new password
18. Klik Finish

Microsoft

Get back into your account

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

* Enter new password:

* Confirm new password:

19. Selesai ditandai dengan Informasi Reset Password telah berhasil

Microsoft

Get back into your account

✓ Your password has been reset

To sign in with your new password, [click here](#).