

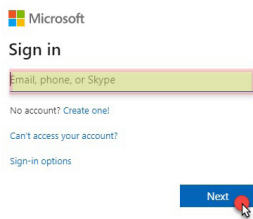


Set password using the Self-Service Password Portal. You will be prompted to set up security questions. After you register, you will be able to reset your Kyrene password from anywhere online.

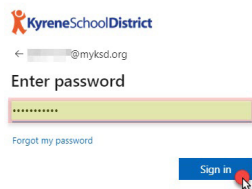
How To Set Password:

1. Navigate to the password registration website:
<https://aka.ms/ssprsetup>

Enter student ID (studentID@myksd.org) on Sign In screen. Click **Next**.

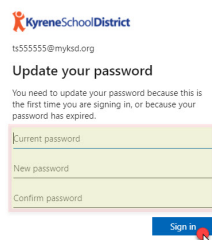


2. Enter student password. Click **Sign In**.
(Note: If this is your first time logging in, use the temporary password Student1)

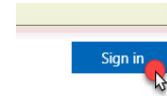


3. Update your password now by entering a password that meets the following criteria:

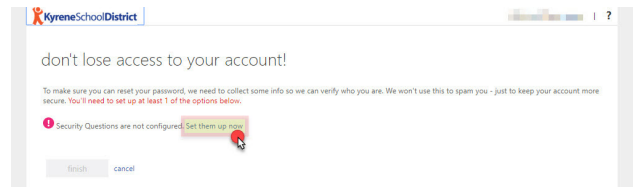
- Must be a minimum of 8 characters
- Use upper/lower case letters
- Use a number or special character
- Cannot contain the student's username nor be a password used previously



4. Click **Sign In** to proceed to the questions.

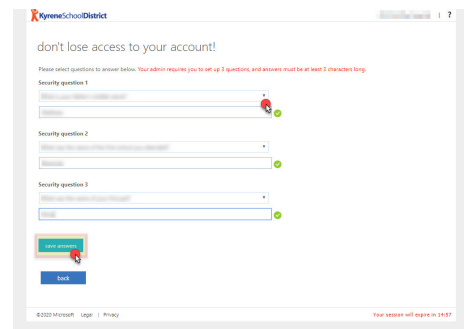


5. Click **Set them up now** link to register three security questions.

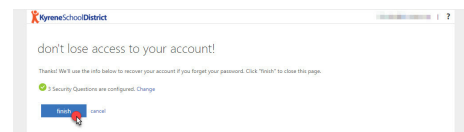


6. Click the drop-down menu under the security question to select question. Enter answer below. Remember these answers in case you need to reset your password. When finished, click **Save Answers** button.

Note: Security answers can be 3 to 40 characters long. Duplicate answers to security questions are not accepted.



7. Click **Finish** button.
(You will be automatically redirected to your Microsoft account page. You can close this window.)



See next page for instructions on how to reset your password.

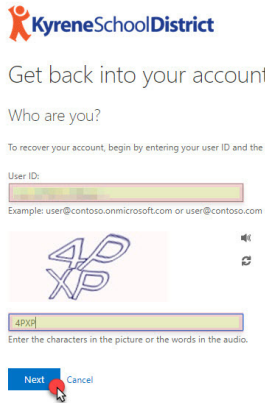


How To Reset Password:

1. Navigate to the password reset website:
<https://aka.ms/sspr>

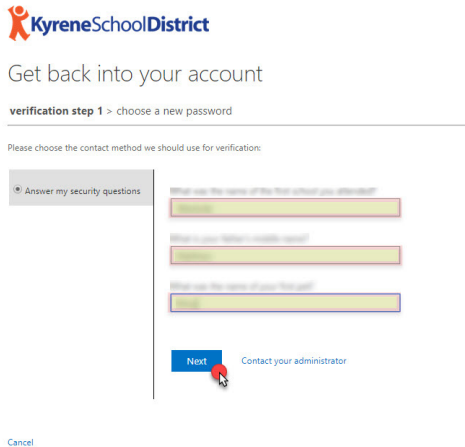
2. Enter student ID (studentID@myksd.org)
in the User ID field.

Enter characters shown on screen. Click **Next** button.

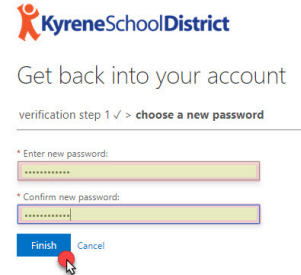


3. Enter answers to all three security questions.
Click **Next** button.

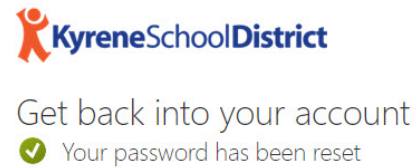
(Note: Click **Contact your Administrator** link to send an email to Kyrene Technical Support.)



4. Enter new password. Click **Finish** button.



5. A confirmation message will display on the screen.



6. You will receive a confirmation email from **msonlineservicesteam@microsoftonline.com** with the subject line:

“Your Kyrene School District password has been reset”

You will need to sign in to any devices, websites or applications with your new password.