St. Clair College - Self-Service Password Reset (Registration)

1) Register here: **https://aka.ms/ssprsetup**

2) Enter your St. Clair ONE username
   - *example@stclaircollege.ca*
   - *Wexample@myscc.ca*
   - *example@stclairconnect.ca*
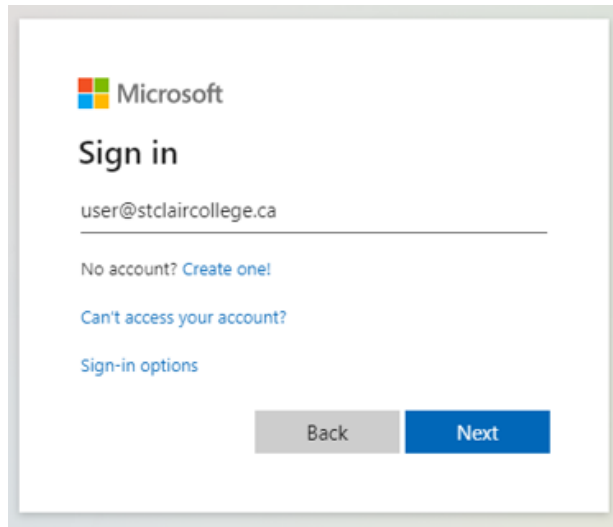
3) Log into the my.stclaircollege.ca portal after being re-directed
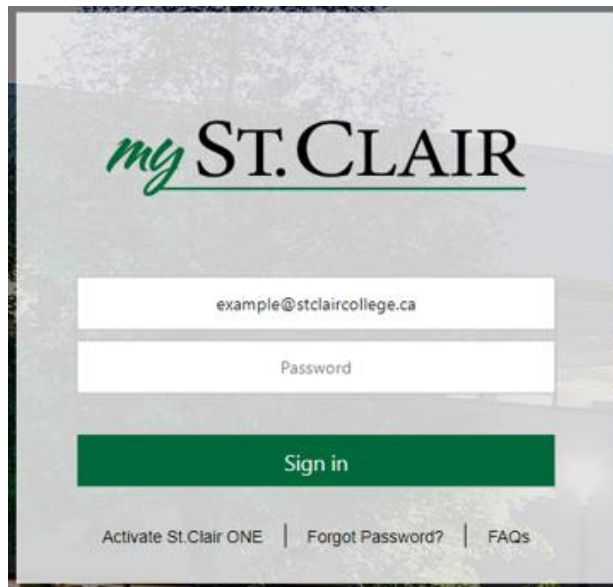
4) Select *at least* ONE of the options, Phone, Alternate Email Address, or Questions and Answers.

Alternative Authentication Phone *(call or text)*: A number other than your office phone, if mobile number is used, you can receive text code.
Alternative Authentication Email: An email other than your work email or school email
Security Questions: If you select this option you will need to set-up 3 questions
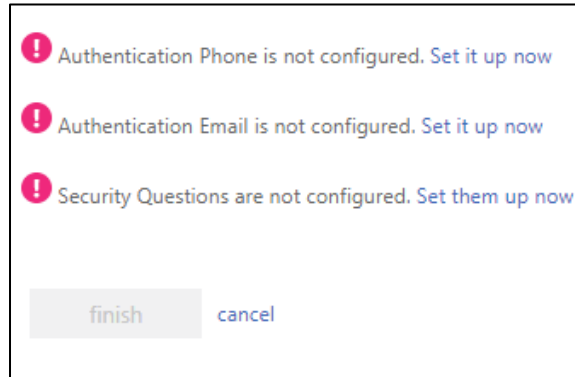
Additional Methods may be added in the future as they become available

5) In this example, authentication email was used:
Select the **Set it up now** link next to Alternative Email is not configured
Enter an email address other than your work or school email account.
Select the **email me** button.

6) Get the verification code from the email account and enter in the verification field and then select the "Verify" button.

You have now successfully registered one method to reset your password if you forget in the future.

Frequently Asked Questions about Registration

Your information is protected.
If you enter data for Authentication Phone or Authentication Email, it is not visible in the global directory. Only you can see the answers to your security questions.

You may need to reconfirm your information.
After a period of time, and to ensure you still have the appropriate methods registered, the Self-Service Password Reset system may require you to confirm your authentication methods.

You can reset your forgotten password here: ***https://passwordreset.microsoftonline.com/*** using one of the authentication methods registered previously.