LAPRAIRIE

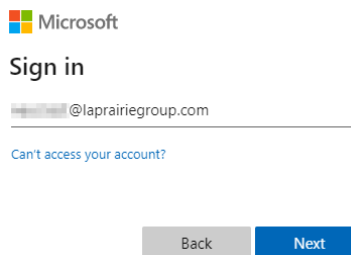# <u>Registering for Self Service Password Reset</u>

Register URL: https://aka.ms/ssprsetup

You must be registered to use the Self-Service Password Reset feature. To register follow these steps:
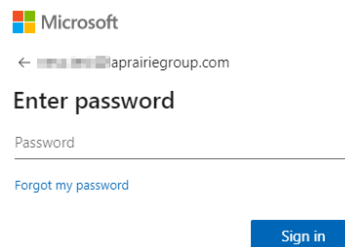
1. Click here https://aka.ms/ssprsetup to register for SSPR, or type in the address into the top address bar of any web browser
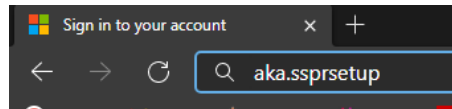
2. Type in your LaPrairie email address and click "Next"

3. Type in your password and Click "Sign in"

4. Choose AT LEAST **2** of the verification methods listed below

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don't lose access to your account!

To make sure you can reset your password, we need to collect some info so secure. You'll need to set up at least 2 of the options below.

⚠️ Authentication Phone is set to ▓▓▓▓▓. Verify

🛑 Authentication Email is not configured. Set it up now

🛑 Security Questions are not configured. Set them up now

5. Once you have completed the setup and/or verification for 2 of the methods listed, click "Finish"

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✅ Authentication Phone is set to +1 ▓▓▓▓▓. Change

🛑 Authentication Email is not configured. Set it up now

✅ 5 Security Questions are configured. Change

[finish]   cancel

6. You can close the next page that opens, you're all set to start using the Self-Service Password Reset feature!