

# LAPRAIRIE

Created by LaPrairie IT Helpdesk on May 26, 2021. For assistance call 1-844-238-5525

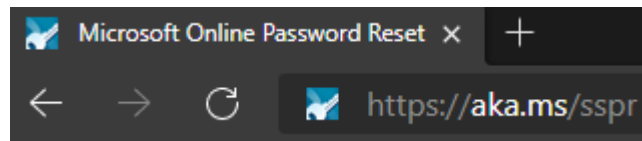
## Self Service Password Reset

Password Reset URL: <https://aka.ms/sspr>

**If you ARE registered** for the Self-Service Password Reset feature, please follow these steps:

**If you ARE NOT** registered, click here to register <https://aka.ms/ssprsetup>

1. Click here <https://aka.ms/sspr> to reset your password, or type in the address into the top address bar of any web browser



2. Type in your LaPrairie email address and type in the character in the picture, click "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.

[Next](#) [Cancel](#)

3. Complete Verification Step 1 - Select one of the verification methods listed

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:

- Text my mobile phone
- Call my mobile phone
- Answer my security questions

In order to protect your account, we need you to enter your complete mobile phone number (\*\*\*\*\*98) below. You will then receive a text message with a verification code which can be used to reset your password.

[Text](#)

# LAPRAIRIE

Created by LaPrairie IT Helpdesk on May 26, 2021. For assistance call 1-844-238-5525

## 4. Complete Verification Step 2 – in this example we are verifying with security questions

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

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

<input checked="" type="radio"/> Answer my security questions	In what city was your first job? <input type="text"/>
	What was your first job? <input type="text"/>
	What is your favorite food? <input type="text"/>
	<input type="button" value="Next"/> <a href="#">Contact your administrator</a>

## 5. Enter in your new password twice and click “Finish”

### Get back into your account

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

\* Enter new password:

\* Confirm new password: