

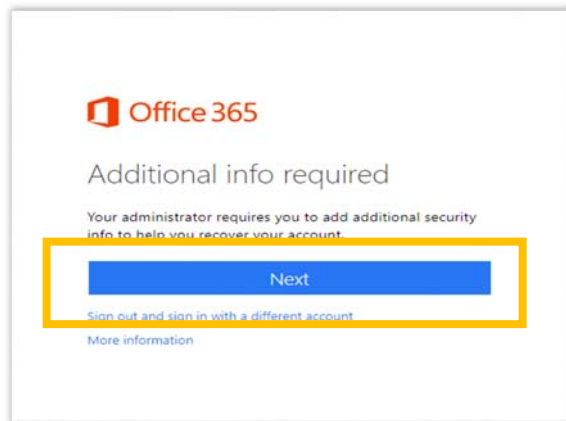
## How to setup your Self-Service Password Reset Profile

CUSD will be implementing mandatory password resets but before you can reset your password you will need to build a profile. Creating a profile takes less than 5 minutes.

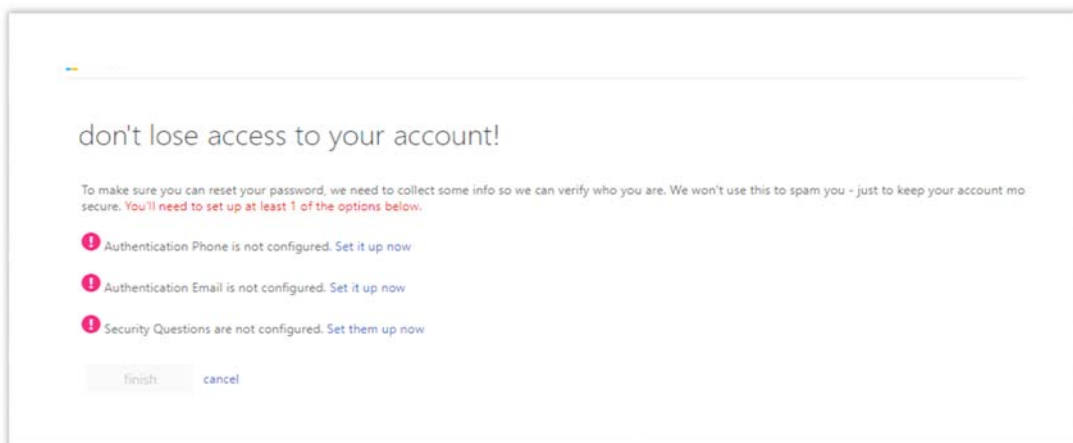
1. Log into Office 365 or Outlook Web Access. You can follow this link:

<https://outlook.com/owa/ceres.k12.ca.us>

2. Once you login a box stating that 'Additional info required' will pop up. Please select the Next button.



3. In order to change your password in the future you will need to do only one of three of the following: add a personal cell phone number, add a personal email address (do NOT use your CUSD Google email!), or you can choose to answer security questions.



4. Congrats, you are all done! Now you will be able to reset your own password if you ever forget it or it needs to be changed. Thank you for taking the time to setup your self-service password reset profile.