

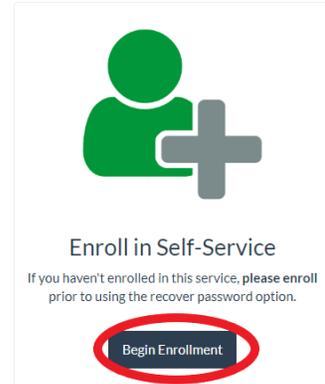
How to Enroll in Password Self-Service: Off-Campus

Step 1.)

Go to the following website:

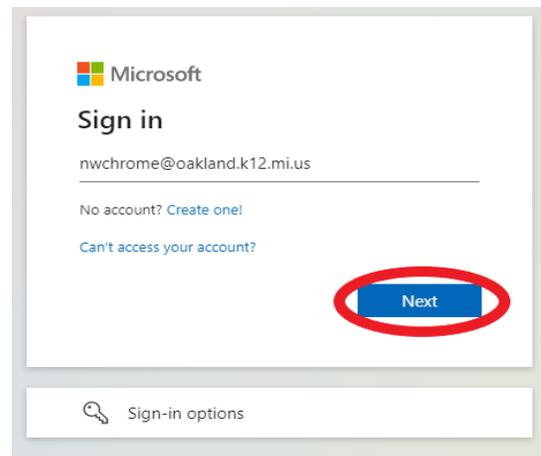
<https://password.oakland.k12.mi.us/>

And click on "Begin Enrollment."

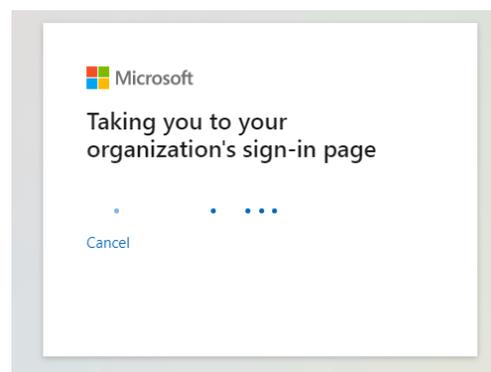


Step 2.)

Sign in using your full OSTC email address, then click "Next."



***Please note: You will be redirected to a different sign in page, do not click Cancel.



Step 3.)

After you have been redirected, you will need to enter your OSTC email password, then click “Sign in.”



Sign in with your school district email account.

nwchrome@oakland.k12.mi.us

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For further troubleshooting assistance please select the links located at the bottom of the page.

Step 4.)

You will be given four options to authenticate your account. Technology Services recommends the last option, setting up security questions. To set those up, click “Set them up now” next to where it says “Security Questions are not configured.”

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

- Office phone is not configured. Set it up now
- Authentication Phone is not configured. Set it up now
- Authentication Email is not configured. Set it up now
- Security Questions are not configured. **Set them up now**

finish cancel

Step 5.)

Fill out the answers to all 5 questions. The answers you put will be case-sensitive, so please keep that in mind when setting them up. After you are done filling out the answers, click “save answers.”

don't lose access to your account!

Please select questions to answer below. Your admin requires you to set up 5 questions, and answers must be at least 3 characters long.

Security question 1
What is your favorite color?
Teal ✓

Security question 2
What is your favorite sport?
Soccer ✓

Security question 3
What is your favorite food?
Pizza ✓

Security question 4
What was the name of your first pet?
Cooper ✓

Security question 5
What was the name of your childhood hero?
Batman ✓

save answers

back

Step 6.)

After saving your answers, it will bring you back to the first page. There should be a green check mark next to Security Questions, and you can now 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.

- ❌ Office phone is not configured. Set it up now
- ❌ Authentication Phone is not configured. Set it up now
- ❌ Authentication Email is not configured. Set it up now
- ✅ 5 Security Questions are configured. Change

finish

cancel

Step 7.)

You will then be logged in to Microsoft, at which point you can click on your user profile in the top right corner and select “sign out.” After clicking sign out, you have completed enrolling in self-service.

