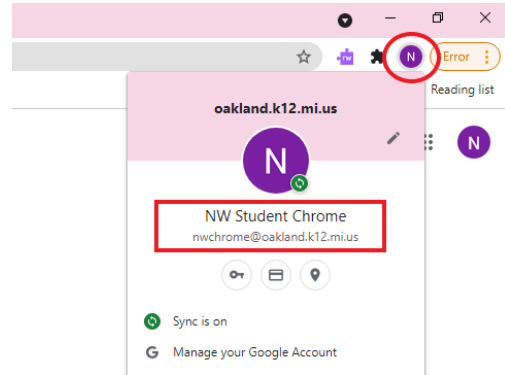


How to Enroll in Password Self-Service: On Campus

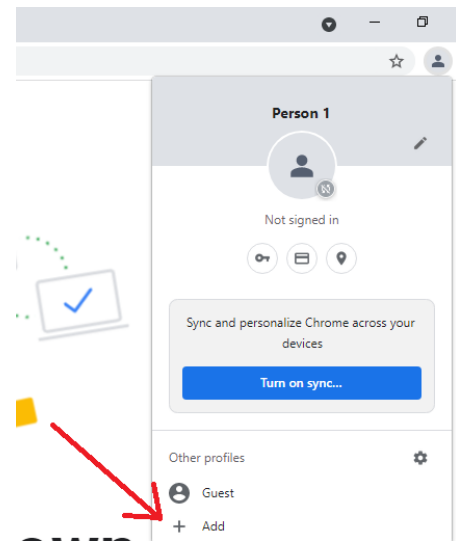
Step 1.)

Login on a school device: (Chromebook, Laptop, Desktop, Mac) and open Google Chrome. Verify you are logged into Chrome with your OSTC email account. You can verify you're logged in by clicking on the profile icon in the top right corner of Chrome. You should see your email on the small window that opens.

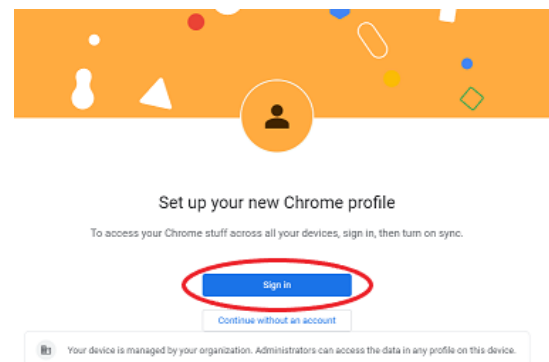


Step 2.)

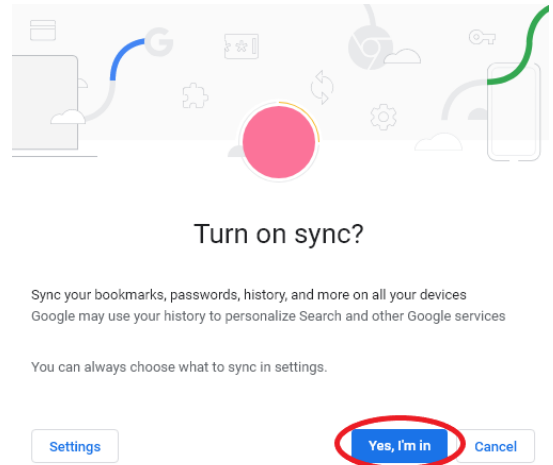
If you are logged into Chrome, move to **Step 3**. If you are not logged into Chrome, please login by clicking on the profile icon in the top right corner, and click on "Add."



Click "Sign in" and enter your full OSTC email address, then click "Next." Enter your OSTC password, then click "Next" again.



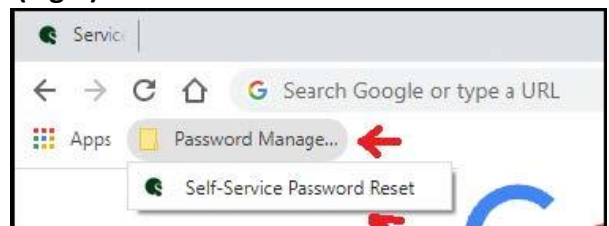
It will ask you to turn on sync, click “Yes, I’m in.”



Step 3.)

Click on the “Password Management” bookmark folder in the top left corner, and click on “Self-Service Password Reset” (Fig.1). This will take you to the Self-Service Password Reset website.

(Fig.1)



If you do not see the “Password Management” folder in the top left corner, do the following:

1. Click on the double arrow pointing to the right in the top right corner (Fig.2).
2. On the menu that appears, find and select the “Password Management” folder (Fig.2).
3. Click on “Self-Service Password Reset.” This will take you to the Self-Service Password Reset page.

*If the bookmark is not in either place, you can go to the following website:

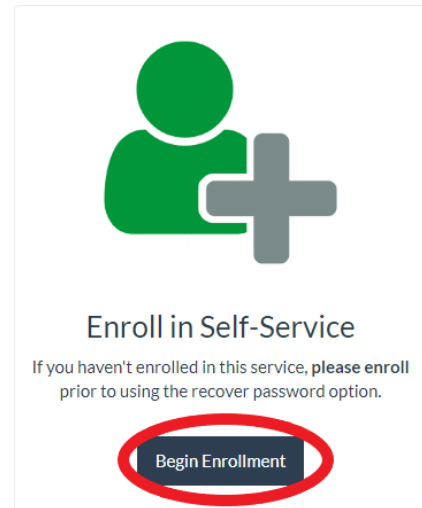
<https://password.oakland.k12.mi.us/>

(Fig.2)



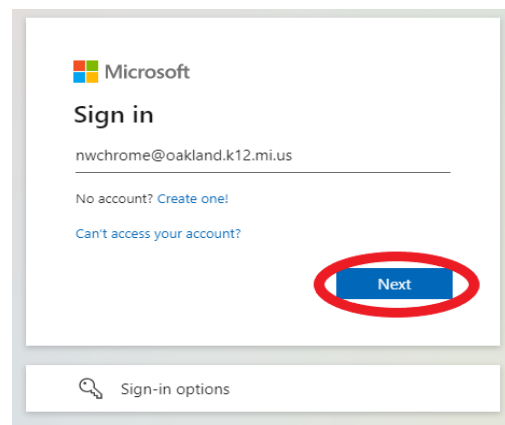
Step 4.)

Once you are on the Self-Service Password Reset page, click on “Begin Enrollment.”

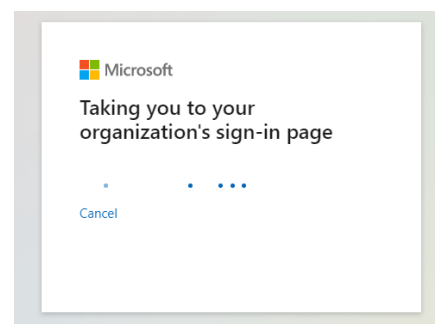


Step 5.)

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.

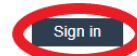


Step 4.)

After you've been redirected, you will need to enter your OSTC email password, then click "Sign in."



Sign in with your school district email account.



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

Step 5.)

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**

Step 6.)

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're 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?
 ✓

Security question 2
What is your favorite sport?
 ✓

Security question 3
What is your favorite food?
 ✓

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

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



Step 7.)

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](#)



Step 8.)

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.

