

Steps to register for password Reset.

1. Go to <https://outlook.office365.com/> OR <http://aka.ms/ssprsetup>
2. Enter your GUTech Email ID and password.
3. Choose an option to register for by clicking **set it up now** for Email and Phone.
4. Please enter your Mobile Number and Alternative email for verification.
5. Then follow the instructions and logout after Setting Email and Password Authentication.

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.

- Authentication Phone is not configured. **Set it up now**
- Authentication Email is not configured. Set it up now

Steps to Reset your Password.

1. On GUTech Email account sign-in page, click on one of the "can't access your account?" or "forgot your password?" links, or navigate to <https://passwordreset.microsoftonline.com> directly.
2. Enter your GUTech Email ID and Captcha correctly

3. Follow the one verification methods which you prefer. Once you've met the requirements of the organizational policy, you are allowed to choose a new password.

Reset your password

4. After successful password reset you can login to all GUTech IT Portals with the new password.