Azure Authenticated Password reset

After the user is setup in the cloud they will need to go to the registration portal. http://aka.ms/ssprsetup

enter the user name.

Microsoft Azure

Type the email address or phone number of the account you want to sign in with.

azure.testuser@kansas.gov

Continue

Enter password

Microsoft Azure

Work or school, or personal Microsoft account

azure.testuser@kansas.gov

Password

☐ Keep me signed in

Sign in  Back

Can't access your account?
Three different Authentication are available you will need to set up at least one option.

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 2 of the options below:

- 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

Example of phone option set.

Click finish and close out of the Azure page.

Click “Can’t access your account?”
Enter characters in the picture then next
Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

* User ID:
  azure.testuser@kansas.gov

Enter the characters in the picture or the words in the audio.

** Follow the instructions to choose a new password **

Get back into your account

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

Please choose the contact method we should use for verification:

- Text my mobile phone

  In order to protect your account, we need you to enter your complete mobile phone number (**********79) below. You will then receive a text message with a verification code which can be used to reset your password.

- Call my mobile phone

Text
Get back into your account

✅ Your password has been reset

To sign in with your new password, click here.