How Do I Reset My UNCSA Password via Microsoft Online?

Answer:

1. To reset your password via Microsoft Online, you must first register for Multifactor Authentication (MFA).
   a. You should be prompted to register for MFA when first attempting to log into your UNCSA email account.

2. Once you have registered for MFA, you may now proceed to reset your password online. For further reference, please see Microsoft’s Password Reset guide.

3. If you do not need to reset your password but would like to change it before it expires:
   a. Log in to your Outlook account through the Office 365 Website.
   b. Navigate to your Profile Tab and Click View Account.
   c. On the Account page, click Password > Change Password.
   d. Change your password using the criteria below:

Office 365 Password Requirements

The password requirements for Office 365 are as follows:

• Passwords must be at least eight characters long.
• Passwords can have a maximum of 16 characters.
• Passwords can’t contain the user’s account name or parts of the user’s full name that exceed two consecutive characters.

Passwords must contain the following:

• At least one Uppercase letter (A through Z)
• At least one Lowercase letter (a through z)
• At least one Number (0 through 9)
• Special characters are optional: ` ~ ! $ @ # % ^ & * ( ) _ + - = { } | \ [ ] \ : " ; ' < > ? , . /

Related Articles

• When should I reset my UNCSA password? (Knowledge Base)
• How Do I Reset My UNCSA Password via Microsoft Online? (Knowledge Base)
• How do I reset or change my Creative Cloud password? (Knowledge Base)