Setting Up Your Account Recovery Information

As part of our commitment to “one username and one password” to access all online environments, we are changing our authentication process to use Microsoft Azure AD Premium. To allow you to easily reset your password anywhere, anytime, we need you to first setup your account recovery information. To do this, you will need a mobile phone and a personal email account.

This process is the same for students, staff and parents. For Junior School students, we recommend doing this with parents contact details.

To configure your account recovery information, follow these steps:

1. Go to the Somerset College website (www.somerset.qld.edu.au) and click on the ‘PORTALS’ drop down menu and select ‘Office 365 Access’
2. When prompted, log on to Office 365 with your student number and your normal school password.

3. You will be prompted to setup your password recovery information, which you will need to use if you forget your password. Click ‘set it up now’ to add your recovery details. If, for some reason you don’t get asked to setup your password recover info, please go to http://aka.ms/ssprsetup where you will be asked to set this up.
4. You can choose which option you want to set for your account recovery information that you will need to use if you forget or need to recover your password. If you choose to use phone recovery as your authentication option, click on ‘set it up now’ to configure your mobile phone number.

5. Select your region code and enter your mobile phone number. Select your preferred method of receiving your verification code, and make sure you have your phone nearby to receive the code. When you receive the verification code, enter it into the field provided on the next page.
6. If you wish to use your personal email instead to authenticate your account, you will need to configure your email address. Click on 'set it up now' to configure your email for authentication.

7. Enter your personal email address into the field provided, and click 'email me'. If you enter a corporate email address, you will be prompted for a personal email by Microsoft.
8. Check the inbox of the email account you specified in the last step. You should receive an email from the Microsoft Online Services Team, containing a verification code. Enter the verification code in the field provided and click ‘verify’.

If you did not receive the email containing the verification code, click ‘try again’.

![Verification Code Image](image1.png)

9. If you see at least one green tick, you have completed adding your account recovery information. Click on finish to be redirected to the Office 365 portal, where you can reset your password.

![Finish Image](image2.png)
Changing your password

Now that you have configured your account recovery information, it is highly recommended that you change your account password from the generic password that was distributed to you via email.

To reset your password, follow these steps:

1. In the Office 365 Portal, click on the settings tab and select ‘change your password’

   ![Office 365 Settings](image)

2. Enter your old password in the first space provided. This is the password you will have entered to get into the Office 365 Portal. In the bottom two fields, enter your new password twice. Please ensure you use a strong password with a mixture of upper and lower case letters and at least one number or symbol.

   ![Change Password](image)

   Click submit to save your new password.

3. You are now fine to log onto schoolbox. (www.schoolbox.somerset.qld.edu.au)