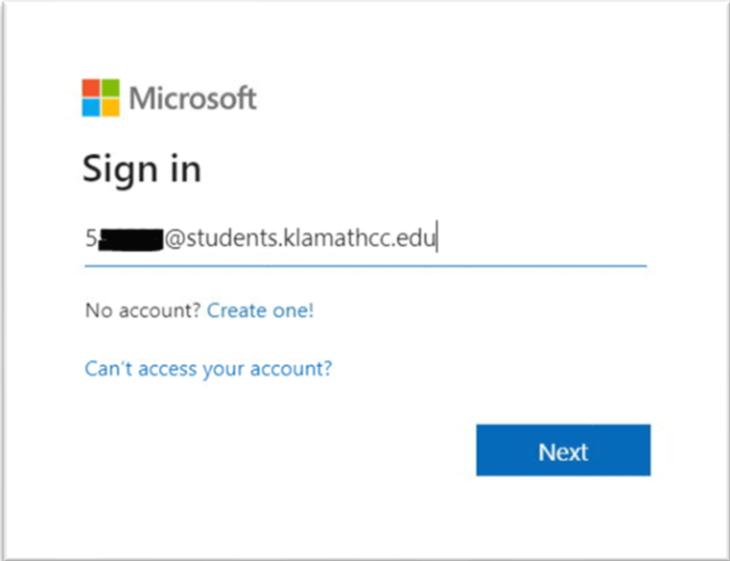


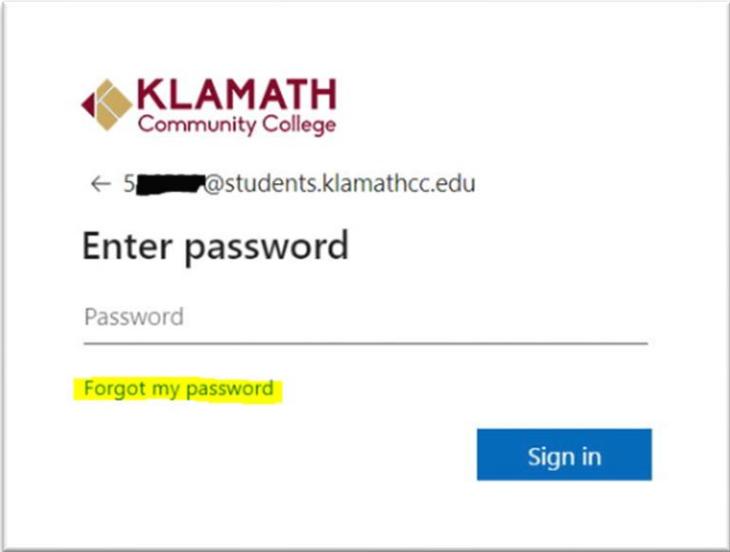
KCC Self Service Password Reset (SSPR)

Reset Office 365 Password

- Open Office.com and select Sign In
- Enter your KCC Email Address

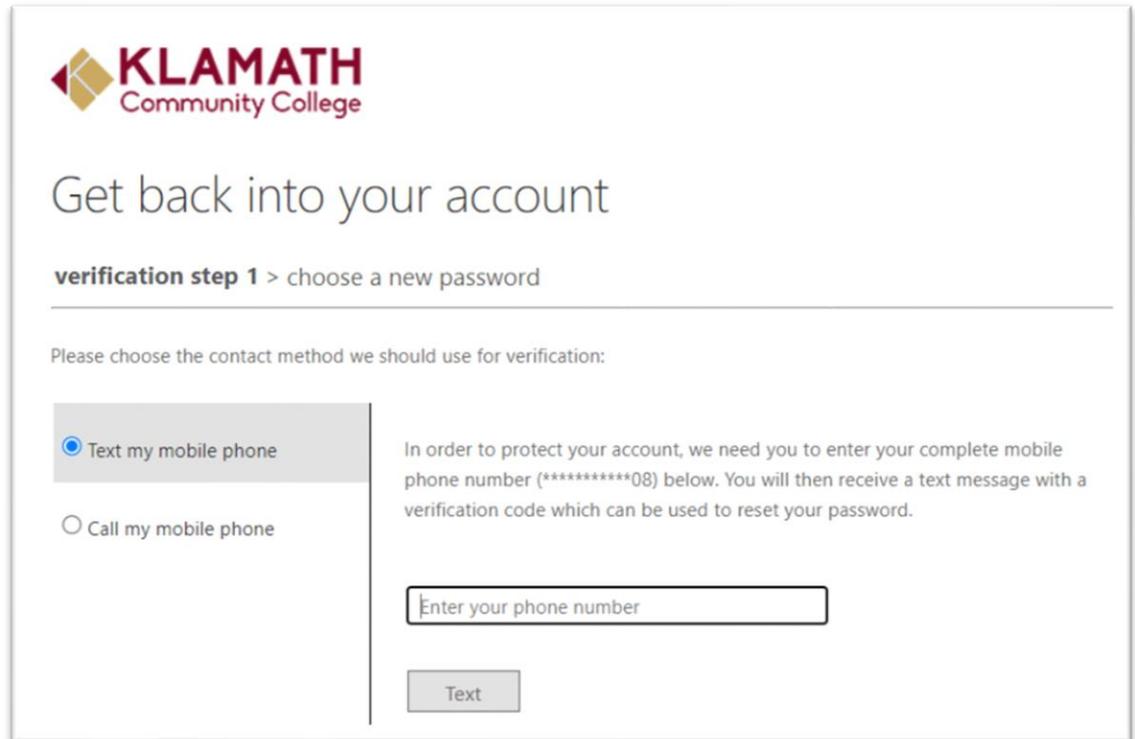


- Select "Forgot my password"



- Complete the security check on the next screen and select next

- Complete your Multi Factor Authentication method
 - Example text message



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Get back into your account

verification step 1 > choose a new password

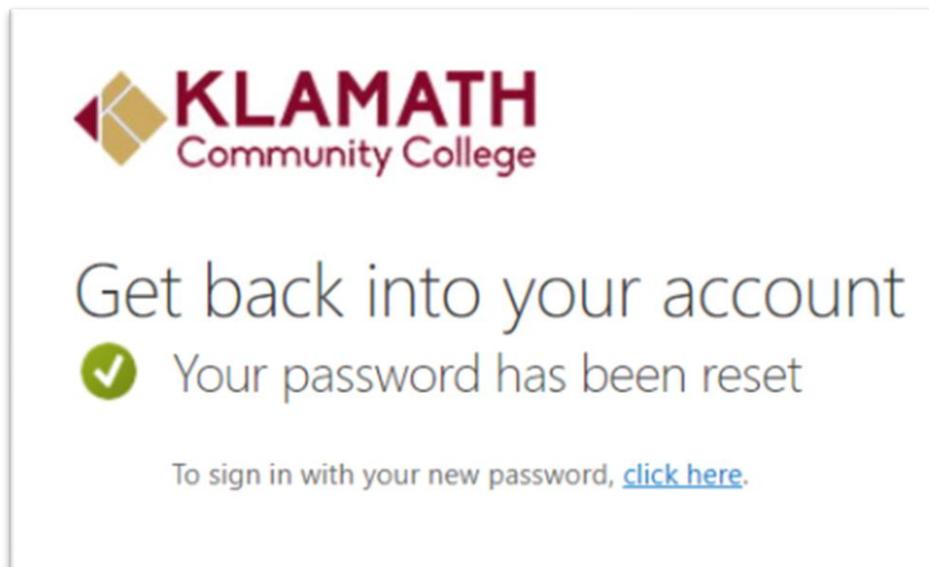
Please choose the contact method we should use for verification:

Text my mobile phone

Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (*****08) below. You will then receive a text message with a verification code which can be used to reset your password.

- Enter new password and select finished.



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Get back into your account

 Your password has been reset

To sign in with your new password, [click here](#).