

- 2. Type in your E-mail and click [Next]. (ex. username@thegrammarschool.info)
- 3. Click on [Forgot my password].

Microsoft	
Sign in	
Email, phone, or Skype	
Can't access your account?	
No account? Create one!	
	Next

Sourchine		
~	@thegrammarschool.	info
Enter p	bassword	
Password		

4. Type in the characters in the picture in the text box and click [Next].

WEI Ife
Get back into your account
Who are you?
To recover your account, begin by entering your email or username and the characters in the picture or audio below.
Email or Username: @thegrammarschool.info Example: user@contoso.onmicrosoft.com or user@contoso.com
ANGS -
Enter the characters in the picture or the words in the audio.
Next Cancel

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5. Select the option to [Text my mobile phone], make sure the last two digits shown are actually from your mobile phone, type in the whole number of your mobile phone and click [Text].

Rellife	
Get back into y	your account
verification step 1 > verific	cation step 2 > choose a new password
Please choose the first contact met	hod we should use for verification:
O Email my alternate email	In order to protect your account, we need you to enter your complete mob
• Text my mobile phone	verification code which can be used to reset your password.
○ Call my mobile phone	
	Text
	I LEAL

6. You will receive a verification code via SMS. Type in this verification code and click [Next].

NET life	
Get back into y	our account
verification step 1 > choose	e a new password
Please choose the contact method v	ve should use for verification:
• Text my mobile phone	We've sent you a text message containing a verification code to your phone.
○ Call my mobile phone	
	Next Try again Contact your administrator

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7. Decide on a new password following the guidelines on the right, type it in twice to confirm it and click [Finish].

RETI ife	
Get back into your ac	count
verification step 1 <> choose a new pass	sword
* Enter new password:	
strong	A strong password is required. Strong passwords are 8 to 256 characters and must
* Confirm new password:	combine uppercase and lowercase letters, numbers, and symbols. They cannot contain

8. You have now reset your password! Click on [click here] to log in with your new password.

VET life
Get back into your account Vour password has been reset
To sign in with your new password, click here.

Microsoft	
Sign in	
Email, phone, or Skype	
Can't access your account?	
No account? Create one!	
	Next

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