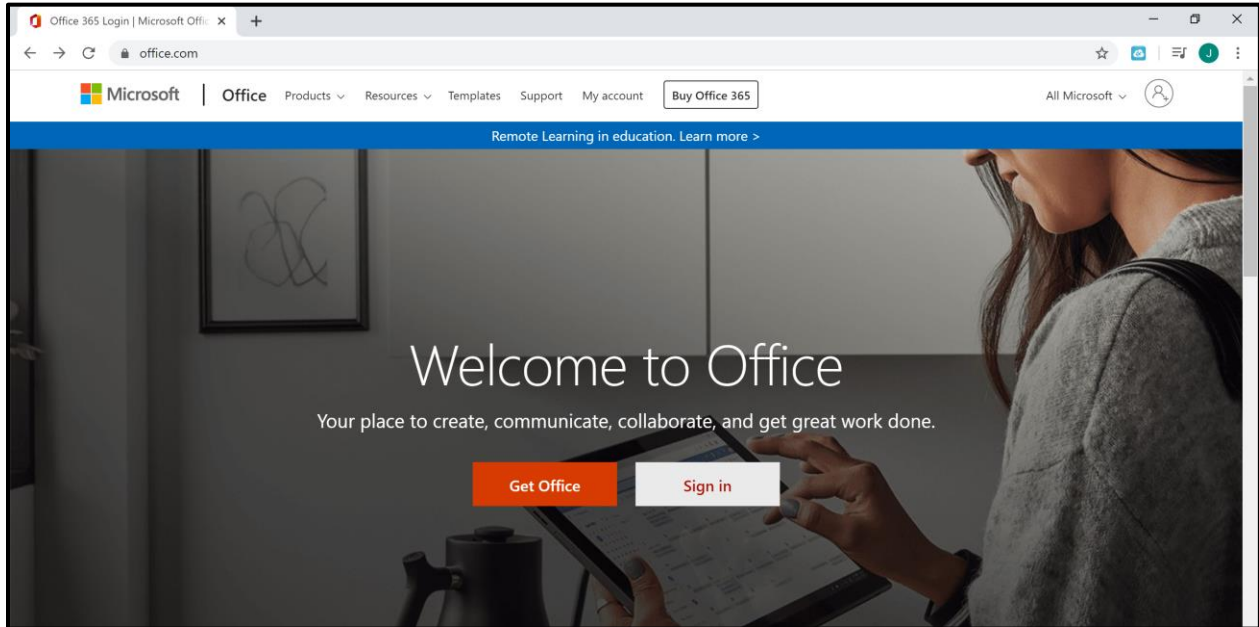


Reiniciando la clave de Office 365

1^{er} paso: Establecer los dos factores de autenticidad

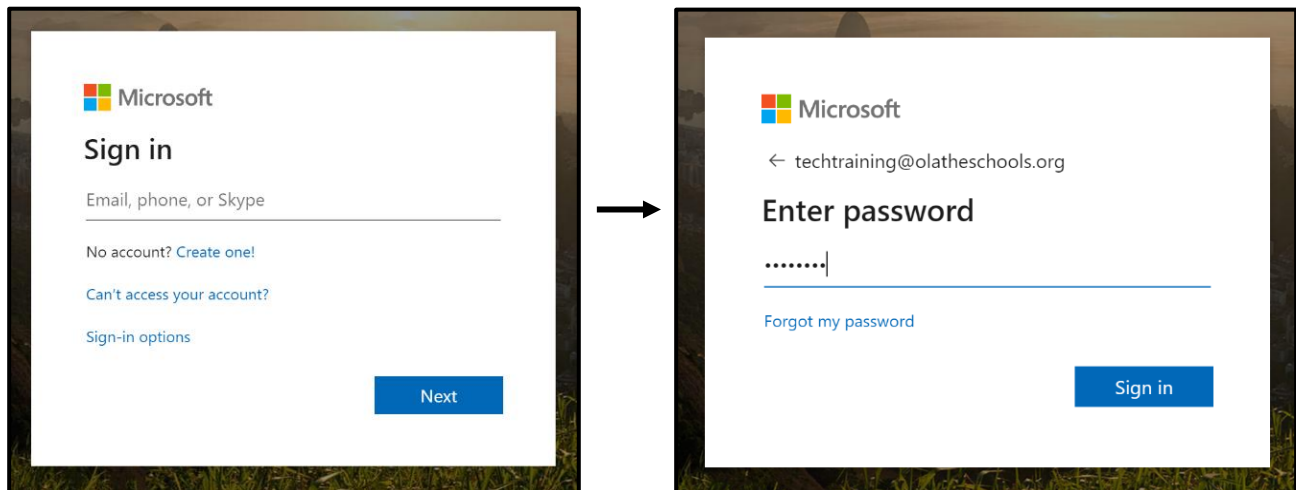
1. Abra la ventana del navegador y escriba www.office.com. Presione “Sign in.”



2. Ingrese su correo electrónico de Olathe Public Schools, luego presione **Next**. Vea los ejemplos de abajo:

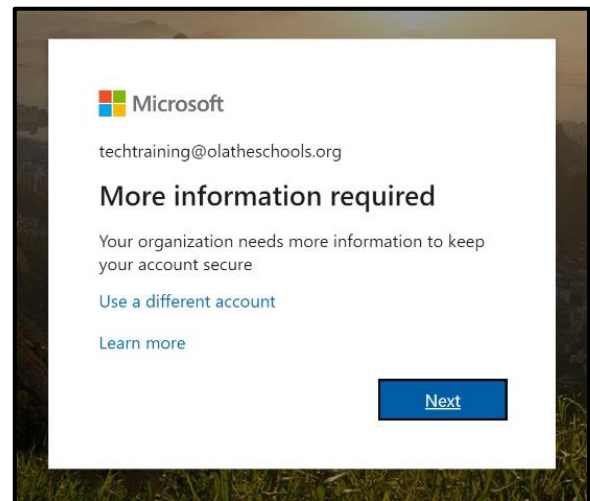
- a. **Personal escolar:** jadoe@olatheschools.org
- b. **Estudiantes:** 123abc45@stu.olatheschools.org

3. Ingrese la clave de su red, presione “Sign in.”



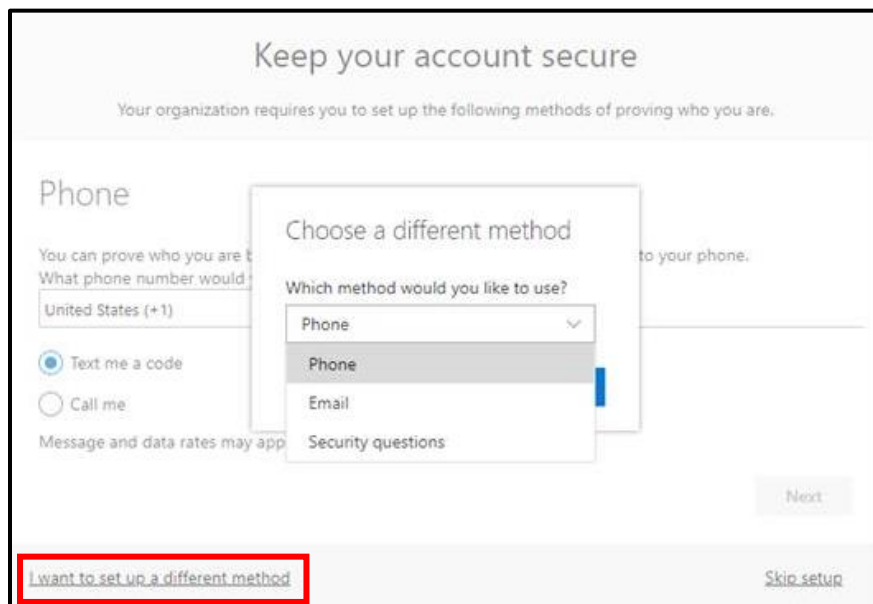
Reiniciando la clave de Office 365

4. Aparecerá un casillero de diálogo, solicitando más información. Presione **“Next.”**



5. Ingrese su número de teléfono personal o, seleccione **“I want to set up a different method” (quiero seleccionar un método diferente)**. Desde aquí, usted puede seleccionar un correo electrónico o, una pregunta de seguridad para autenticar.

NOTA: Si seleccionó correo electrónico, necesitará proveer un correo personal que no esté asociado con Olathe Public Schools.



Reiniciando la clave de Office 365

Si usted no ve “**I want to set up a different method**” (quiero seleccionar un método diferente) en la esquina inferior izquierda, y preferiría autenticarse usando su correo electrónico o las preguntas de seguridad, seleccione **Skip Setup (saltar configuración)** o visite: <https://aka.ms/ssprsetup>. Usted será redirigido para que seleccione un método diferente.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.
What phone number would you like to use?

United States (+1) Enter phone number

Text me a code
 Call me

Message and data rates may apply.

Next

Skip setup



Security info

These are the methods you use to sign into your account or reset your password.

+ Add method

No items to display.

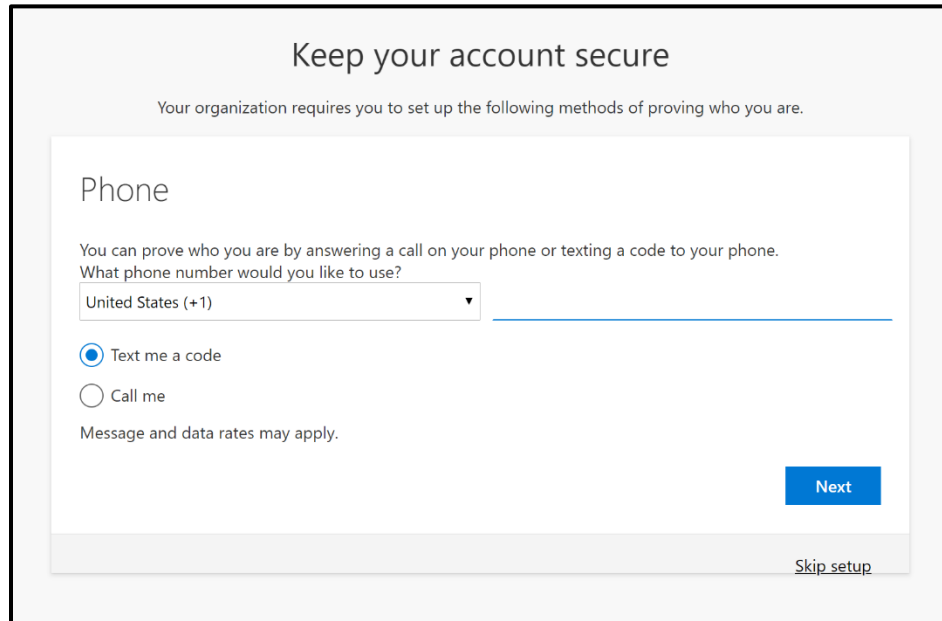
Add a method

Which method would you like to add?

Authenticator app
Authenticator app
Phone
Alternate phone
Email
Security questions

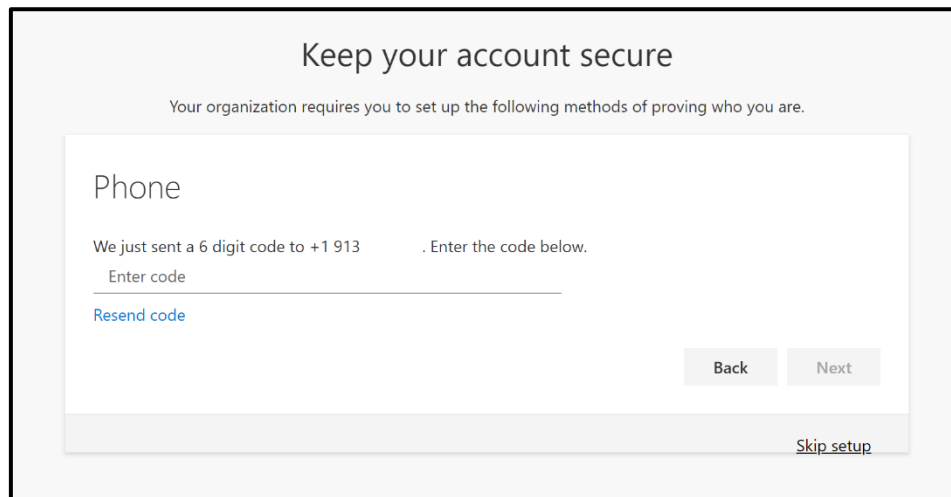
Reiniciando la clave de Office 365

- Ingrese su método para ser autenticado (teléfono, correo electrónico o, pregunta de seguridad) y provea dicha información. Presione **Next (Siguiete)**.



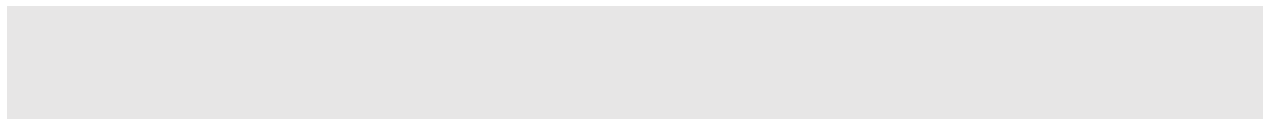
The screenshot shows a web interface titled "Keep your account secure" with the subtitle "Your organization requires you to set up the following methods of proving who you are." The main heading is "Phone". Below it, the text reads: "You can prove who you are by answering a call on your phone or texting a code to your phone. What phone number would you like to use?" There is a dropdown menu showing "United States (+1)" and a text input field. Below the input field are two radio buttons: "Text me a code" (which is selected) and "Call me". A note says "Message and data rates may apply." At the bottom right is a blue "Next" button. At the bottom center is a link "Skip setup".

- Si seleccionó teléfono o correo electrónico, ingrese el código de autenticación que recibió. Presione **Next**.



The screenshot shows the same "Keep your account secure" interface. The heading is "Phone". The text reads: "We just sent a 6 digit code to +1 913 . Enter the code below." There is a text input field with the placeholder "Enter code" and a link "Resend code" below it. At the bottom right are two buttons: "Back" and "Next". At the bottom center is a link "Skip setup".

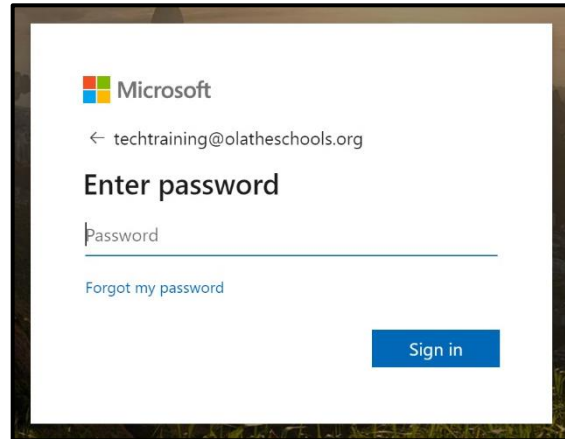
- Su método de autenticación será verificado. Presione **Next**, luego **Done**.



Reiniciando la clave de Office 365

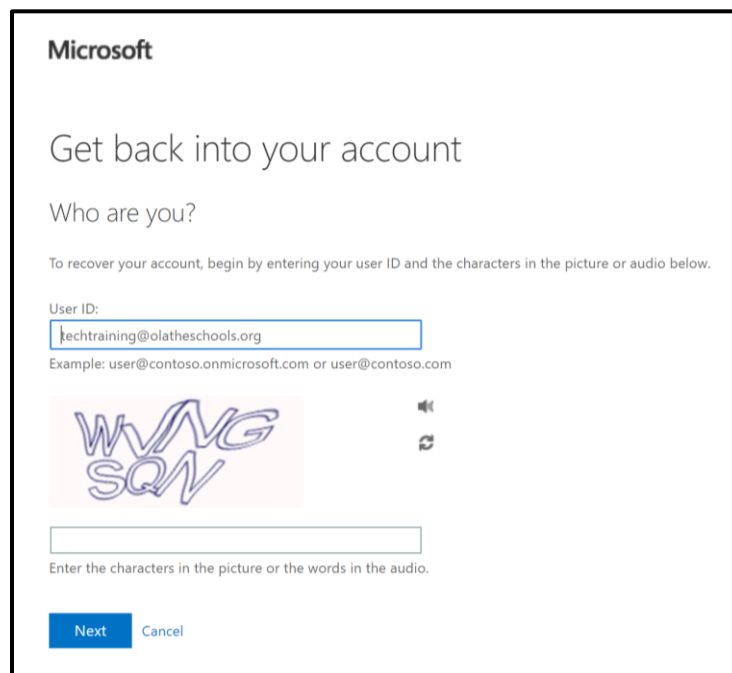
2^{do} paso: Reinicie su clave usando Office 365

1. Regrese a www.office.com para ingresar, luego, seleccione **Forgot my password (olvidé mi clave)**.



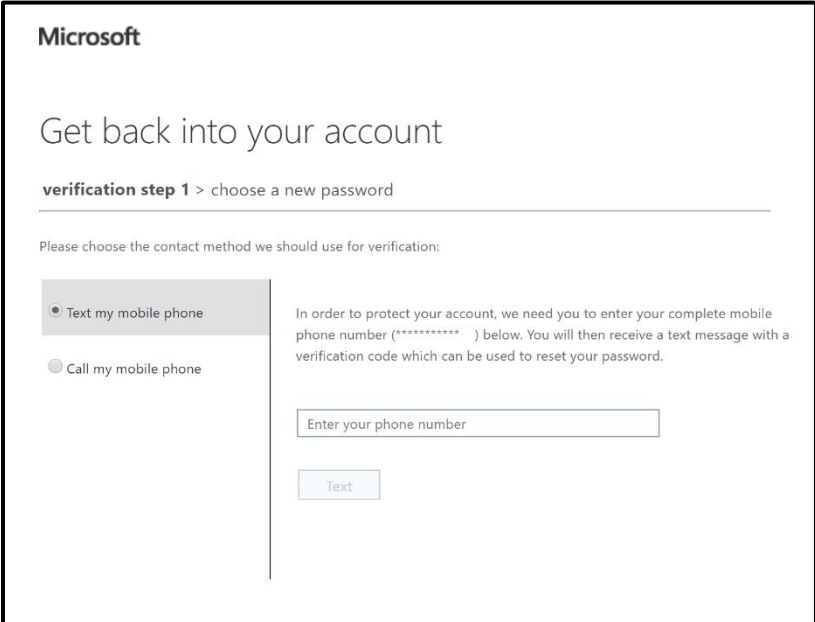
2. Confirme su dirección de correo electrónico e ingrese los símbolos o letras que se muestran.

NOTA: Los símbolos o letras que se muestran son únicos para su correo electrónico, no use los que se muestran en la imagen inferior.



Reiniciando la clave de Office 365

- Ingrese y confirme su número de teléfono, correo electrónico y respuestas a las preguntas de seguridad. Solo se le pedirá que haga esto cuando reinicie o cambie su clave.
- Si seleccionó teléfono o correo electrónico, ingrese el código de verificación que recibió.



The screenshot shows the Microsoft account recovery interface. At the top, it says "Microsoft" and "Get back into your account". Below that, it indicates "verification step 1 > choose a new password". A horizontal line separates this from the next section, which asks the user to "Please choose the contact method we should use for verification:". There are two radio button options: "Text my mobile phone" (which is selected) and "Call my mobile phone". To the right of these options, there is explanatory text: "In order to protect your account, we need you to enter your complete mobile phone number (*****) below. You will then receive a text message with a verification code which can be used to reset your password." Below this text is a text input field labeled "Enter your phone number" and a "Text" button.

- Cree y confirme su nueva clave.

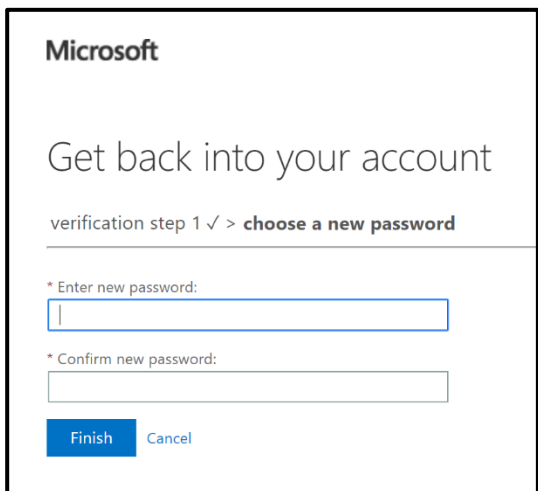
Su clave necesita reunir los siguientes requisitos:

- Al menos 8 caracteres en total
- Al menos una letra mayúscula
- Al menos una letra minúscula
- Al menos un número
- Al menos un símbolo (!, \$, #, %, etc.)

A continuación, se muestran algunos ejemplos de claves complejas:

- 5%Increase
- \$20Puppies
- 1#Chicken

- Presione **Finish (Terminar)**. Ya terminó de reiniciar su clave.



The screenshot shows the final step of the Microsoft account recovery process. It says "Microsoft" and "Get back into your account". Below that, it indicates "verification step 1 ✓ > choose a new password". A horizontal line separates this from the next section, which asks the user to "Enter new password:". There is a text input field for the new password. Below that, it asks the user to "Confirm new password:" with another text input field. At the bottom, there are two buttons: "Finish" (in blue) and "Cancel".