

## **Enable Self-service Password Reset (Portal)**

### **(LAB-300-01A-20)**

#### **Part A: Create Azure AD User**

1. Sign in to the Azure Portal, using root user
2. Go to the left-side, select "**Azure Active Directory**"
3. Under the manage, select the "**User**", then select "**+New user**" & fill out the required information:
  - a. **Name** (required): The first and last name of the new user
  - b. **User name** (required): The user name of the new user "**user2**"  
**Help:** Your user name should be, *name@domainname.com*, like [ahmad@contoso.onmicrosoft.com](mailto:ahmad@contoso.onmicrosoft.com)
  - c. **Profile** (optional): You can add more information about the user
  - d. **Groups** (optional): You can add the user to one or more existing groups. You can skip this step now.
  - e. **Directory role:** Select directory role as "**user**"  
  
**Info:** You can assign the user to be a global administrator, or to one or more of the other local administrators.
4. Copy the auto-generated password provided in the "**Password**" box.  
You'll need to give this password to the user for the initial sign-in process.
5. Select "**Create**". The user is created and added to your Azure AD tenant.

#### **Part B: How to Sign-in using Azure AD Id**

1. Open the URL from new browser [Portal.azure.com](https://portal.azure.com)
2. Login with Azure AD Id, created in Part B
3. Change the password

## **Part C: Enable Self-service Password Reset**

1. Switch browser, login with Root user
2. Go to the left-side, select "**Azure Active Directory**"
3. Under the manage, select the "User"
4. Select "**Password reset**", this option is below All users

**Info:** If it asked for enabling the Azure AD premium, then enable the same by following the required process

5. From the Properties page, under the option Self Service Password Reset Enabled, choose **Selected**.
6. Click **Save**.
7. From the Authentication methods page, make the following choices:
  - a. Number of methods required to reset: 1
  - b. Methods available to users:
    - i. Email
    - ii. Mobile phone
  - c. Click Save.
8. From the Registration page, make the following choices:
  - a. Require users to register when they sign in: **Yes**
  - b. Set the number of days before users are asked to reconfirm their authentication information: **365**

## **Part D: Test Self-service Password Reset**

1. Open the URL from new browser [Portal.azure.com](https://portal.azure.com)
2. Login with Azure AD Id "**user2**", created in Part A
3. Open <https://aka.ms/ssprsetup>, from the same browser
4. Select "**Re-enter my password**" Sign in with your Azure AD User Id "**user2**"
5. Register your authentication with e-mail & phone

- Select "setup-it now" & complete the steps for email & phone
6. Once complete, click the button finish and close the browser window.
  7. Open a new browser window, and browse to <https://aka.ms/sspr>
  8. Enter your "**user2**" User ID, the characters from the CAPTCHA, and then click **Next**.
  9. Follow the verification steps to reset your password

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