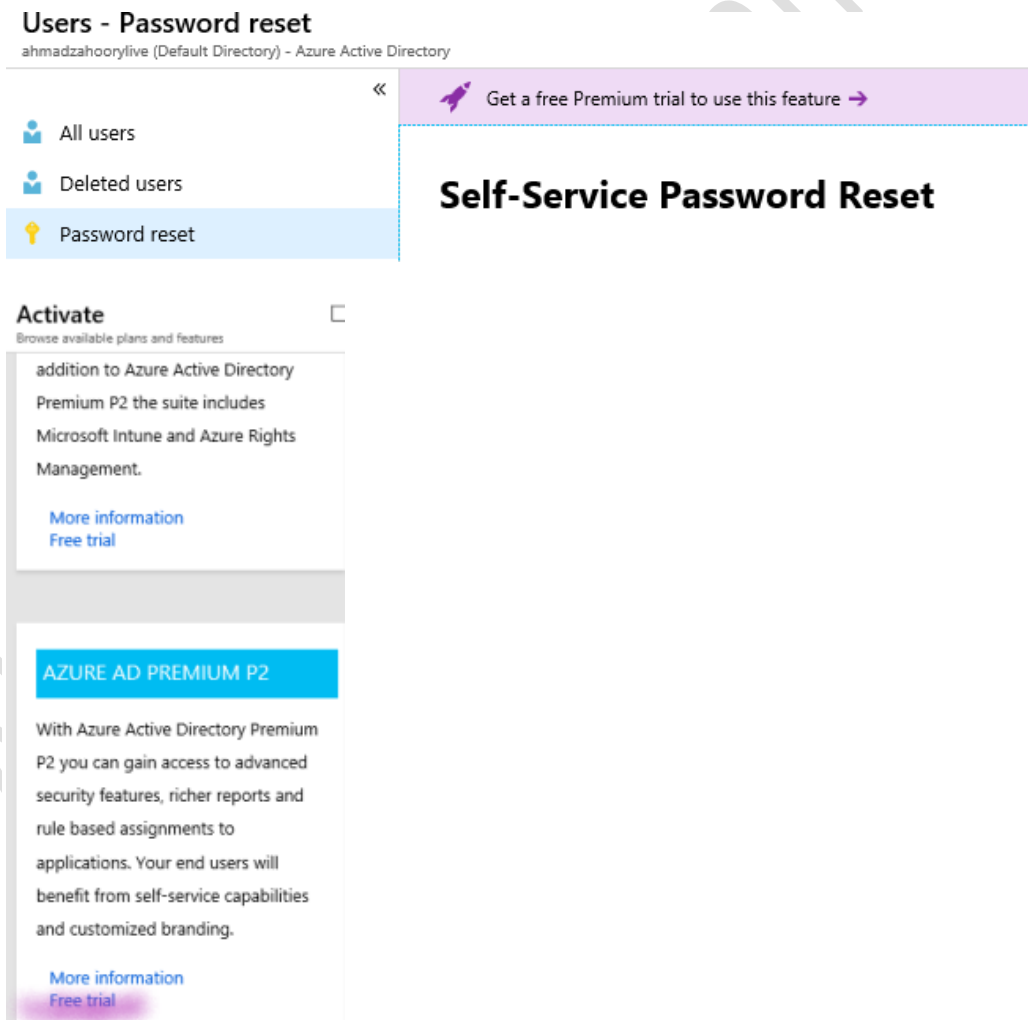


Enable Self-service Password Reset (Portal)

(LAB-103-10-02)

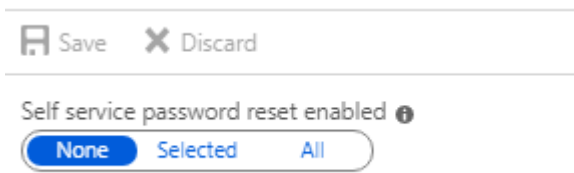
Part A: Enable Self-service Password Reset

1. Switch browser, login with **root administrative credentials**
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
5. If it asked for enabling the Azure AD premium trial, then enable the same.



Note: It will take some time to get activated

6. Once premium trial get activated, self-password option get enabled



7. From the Properties page, under the option Self Service Password Reset Enabled, choose **Selected**.
8. In a Selected group, search & select **SSPWDGroup**
9. Click on **Select**
10. Click **Save**.
11. 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**.
12. 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: **180**

Part B: Test Self-service Password Reset

1. Open the URL from new browser **Portal.azure.com**
2. Login with Azure AD Id "**user2**"
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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