

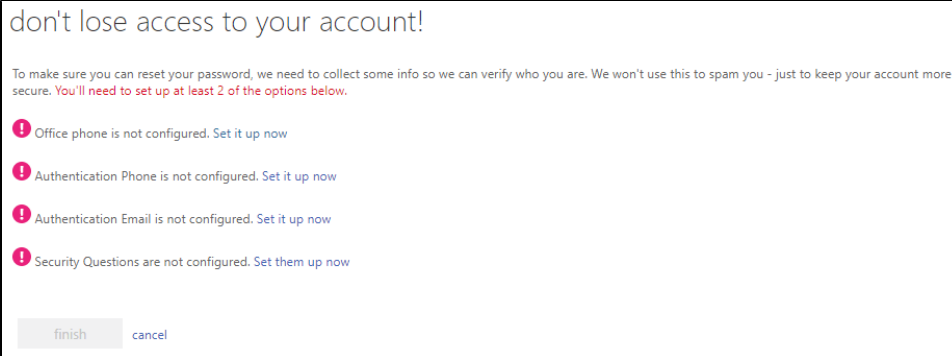
# Password Help

These instructions apply to **Employees only**.

**Changing your password will affect all systems that use Single Sign On (SSO)**

**ex) Email, Vancko Hall, Degreeworks, Time and Attendance, etc.**

1. Login using your full email address and password here: <https://account.activedirectory.windowsazure.com/PasswordReset/Register.aspx>
2. Setup at least two of the following methods for account recovery



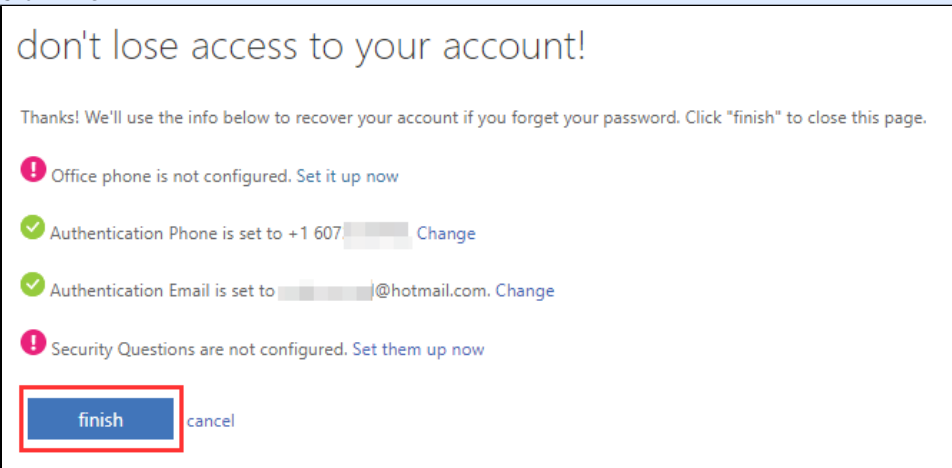
don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below.

- ❗ Office phone is not configured. Set it up now
- ❗ Authentication Phone is not configured. Set it up now
- ❗ Authentication Email is not configured. Set it up now
- ❗ Security Questions are not configured. Set them up now

finish cancel

3. Click **'Finish'**



don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ❗ Office phone is not configured. Set it up now
- ✅ Authentication Phone is set to +1 607 [redacted] Change
- ✅ Authentication Email is set to [redacted]@hotmail.com. Change
- ❗ Security Questions are not configured. Set them up now

finish cancel

1. Visit <https://passwordreset.microsoftonline.com/>

2. Enter your full email address and captcha then click 'Next'


## 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:

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

3. Select one of the recovery options

## Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

- Email my alternate email
- Text my mobile phone
- Call my mobile phone
- Call my office phone

You will receive an email containing a verification code at your alternate email address (...@hotmail.com).

4. Verify the code sent to you

We've sent an email message containing a verification code to your inbox.

[Are you having a problem?](#)

5. Select another recovery option and verify that code

6. Now set your new password!

## Get back into your account

verification step 1 ✓ > verification step 2 ✓ > **choose a new password**

\* Enter new password:

\* Confirm new password:

**Finish** Cancel

1. Visit this link: <https://sso.delhi.edu/adfs/portal/updatepassword>

2. Enter your full email address, your most recent password, and your new password.

# SUNY Delhi

## Single Sign On Gateway

### Update Password

**Submit** **Cancel**

<https://sso.delhi.edu/adfs/portal/updatepassword>



**Still having trouble?**

If you forgot your password and have not setup verification steps please call 607-746-4835

**Password Policy**

Can be changed only once per 24 hours.

Your password expires every 6 months.