1. Browse to http://passwordreset.southernregional.edu:8888/
2. Sign in with your e-mail address and password to register yourself with the service.

3. Click the “Click Here” button

4. Select 2 security questions and answers
You can also add the Google Authenticator if you would like to use two factor authentication and be able to change your password via your smartphone. **This is optional**

5. When finished, Click Enroll

If you want to fill in some information (completely optional), click My Info and enter details in the profile screen.

To reset or change your password:

1. Click the Reset Password button.
2. Enter your username. This is the part of your e-mail address before the @ symbol. 
   `jsmith1234@stu.southernregional.edu` would be jsmith1234.
3. Click Continue.
4. Answer the questions you previously setup. Also if you are presented with a CAPTCHA, enter 
those characters as well.
5. Click Continue.
6. You can now assign yourself a new password that meets the listed requirements.

Your password has been changed. Please allow up to 30 minutes for the change to be uploaded to Office 365 for e-mail login.