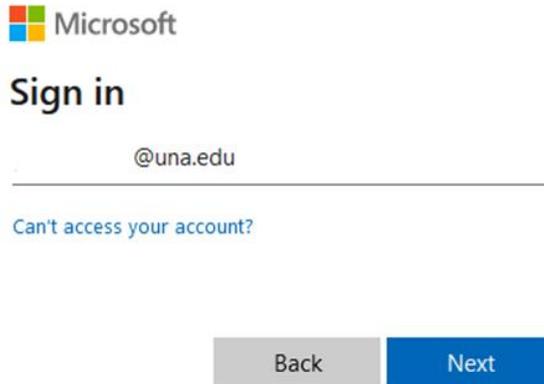


Self-Service Password Reset Instructions

To enroll in the self-service password reset system, follow the steps below:

1. Visit <https://mysignins.microsoft.com/security-info> to sign in with your UNA credentials
2. Enter your e-mail address and click Next



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains "@una.edu". Below the input field is a link that says "Can't access your account?". At the bottom of the form are two buttons: "Back" (grey) and "Next" (blue).

3. Enter your password on the UNA site and authenticate with DUO



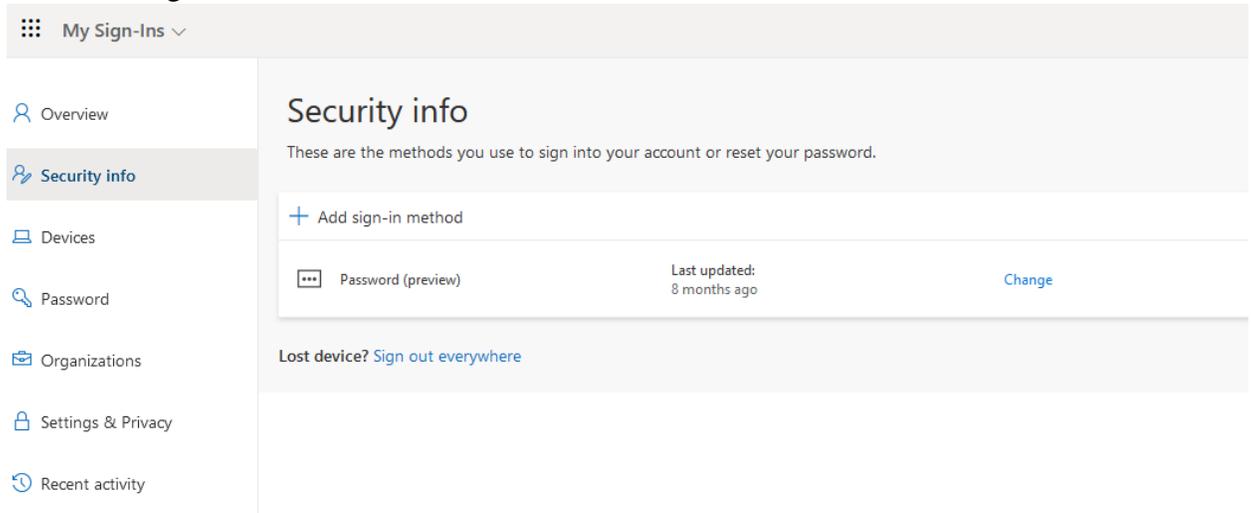
Please enter your UNA username and password

Sign in

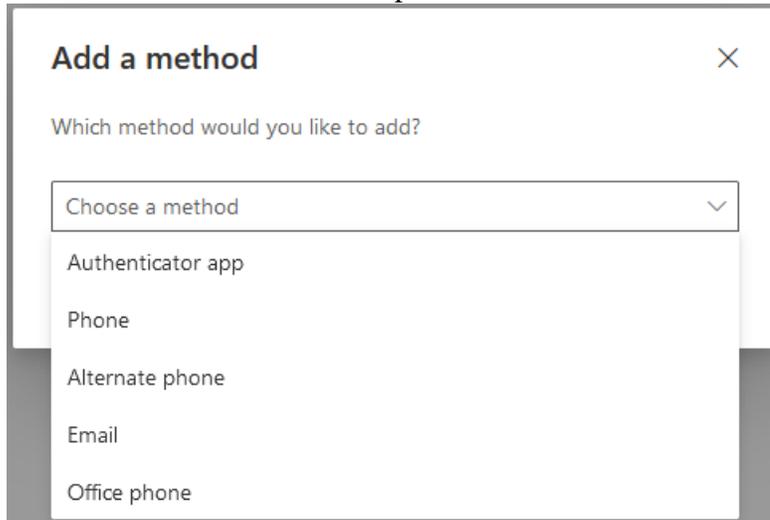
By accessing this system, you are agreeing to all policies governing the University of North Alabama's (UNA's) systems. Current policies can be viewed [here](#). Unauthorized users should disconnect immediately.

When finished, please log out of all systems **AND** close all browsers to help ensure a complete disconnect and that no other users may access your accounts.

4. Click Add sign-in method



5. Choose a method from the drop-down list and click Add



6. Recommended methods are

- Phone – Can receive a call or text with a verification code
- Email – Receive verification code at alternate e-mail address
- Security Questions – Answer previously chosen questions.