Self-Service Password Change Procedure
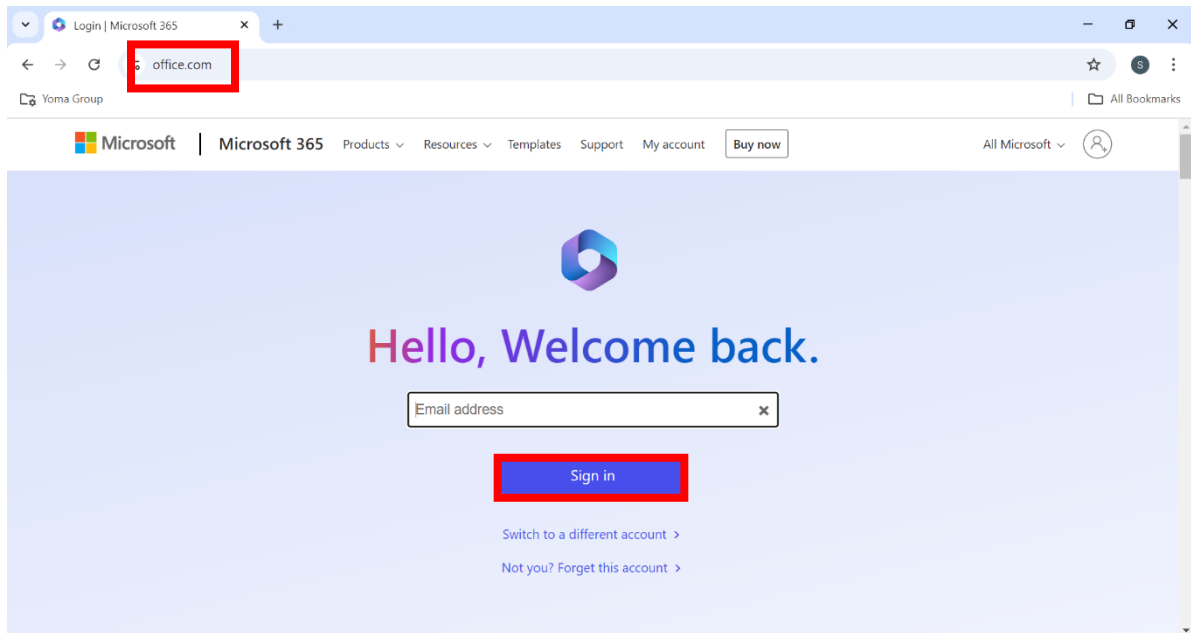
Version 1

9/27/24

Table of Contents

Document Purpose

This document provides step-by-step instructions for setting up a password change in the **Microsoft Office**, ensuring consistent and professional communication across the organization.
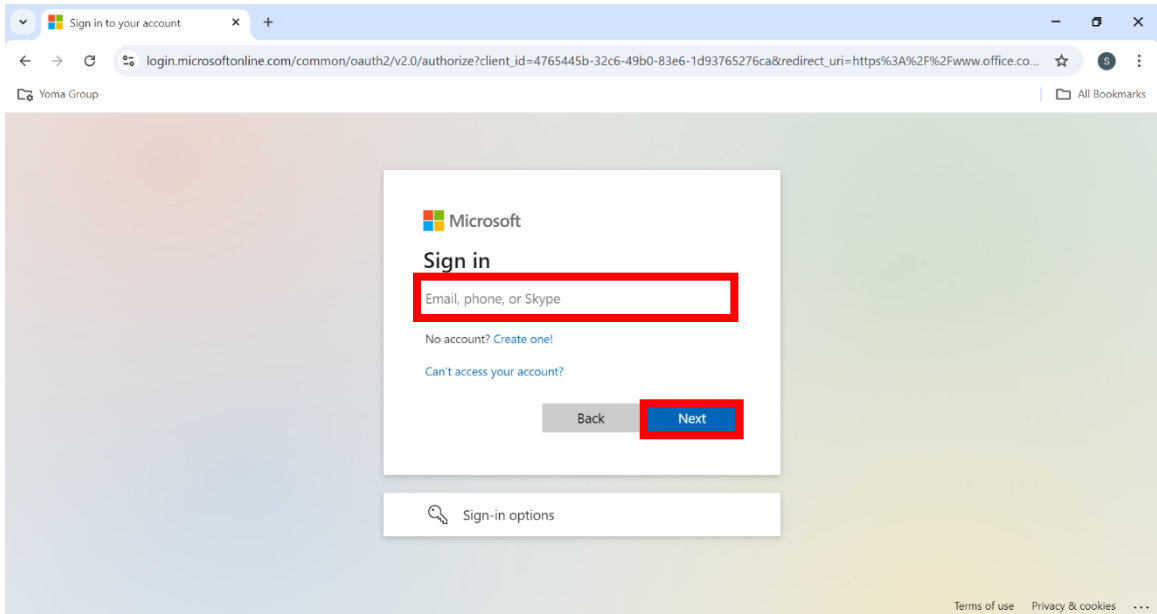
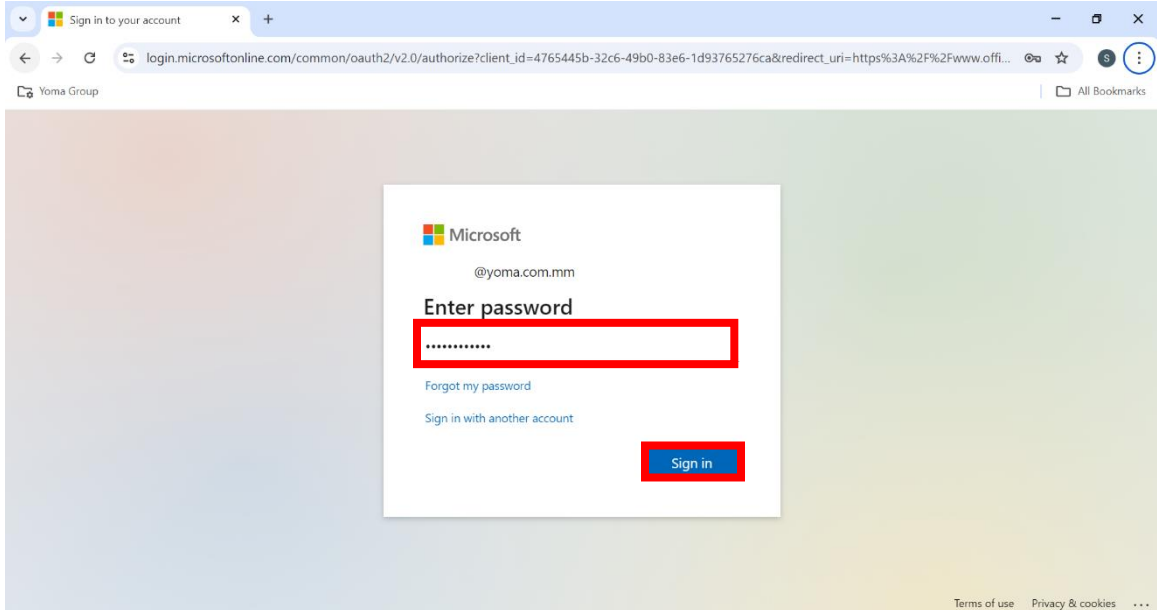# Password Change Procedure

1. Sign In to Office.com
   - Open a web browser and go to **Office.com**.
   - Click **Sign In** in the center.

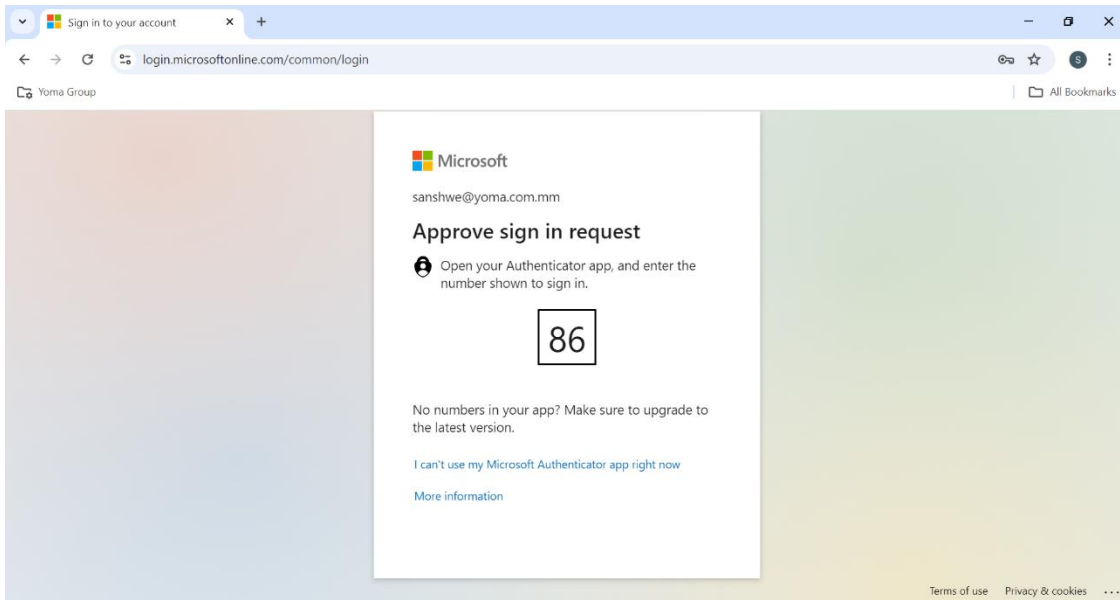2. Enter your Office Email Account and click "Next"

3. Enter your Office Email password and click "Sign in".

4. Verify Your Identity (If required)
   - If multi-factor authentication (MFA) is enabled, you might be asked to **verify your identity**. This could involve:
     - Receiving a code via text or email.
     - Approving a sign-in notification using the **Microsoft Authenticator** app.
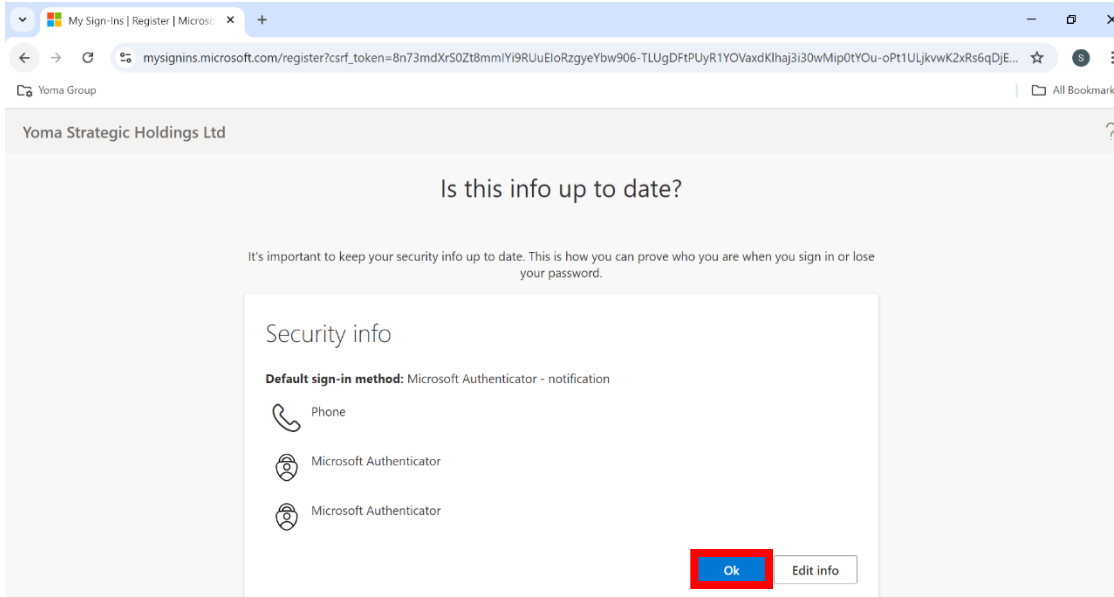

5. Complete the verification step to proceed:
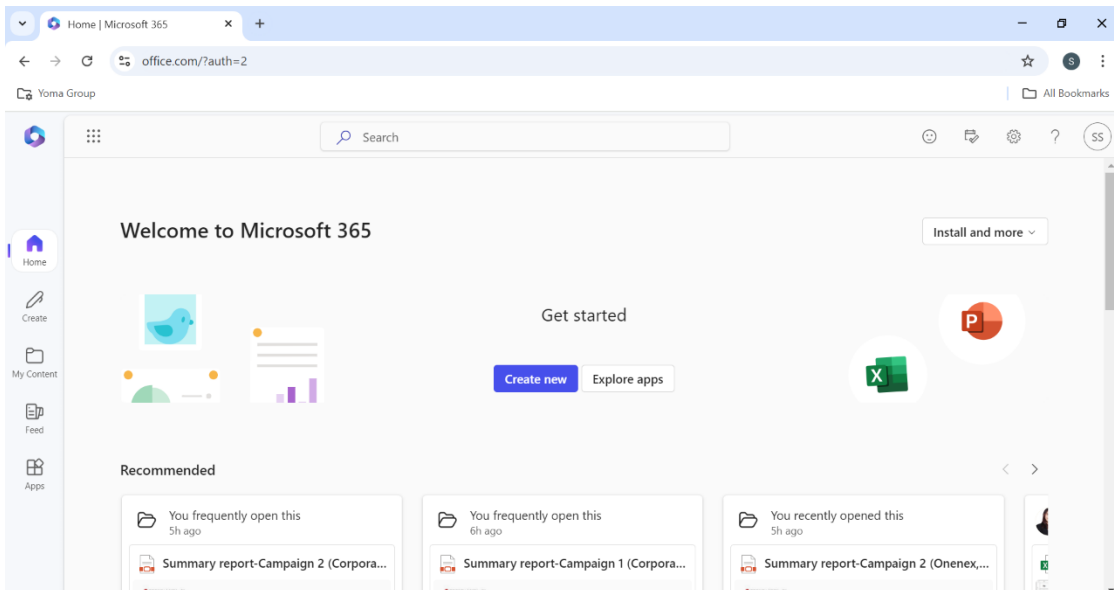   - Click next to proceed.
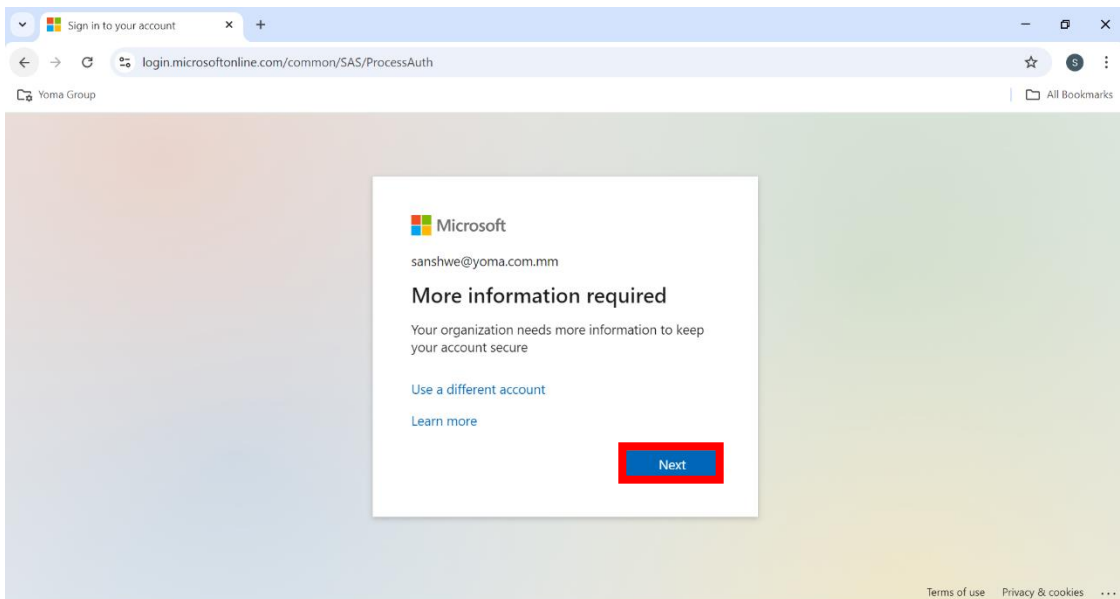
6. Check Security Info
   - Check your Security Info. Click "OK" if everything is correct; if not, click "Edit Info".
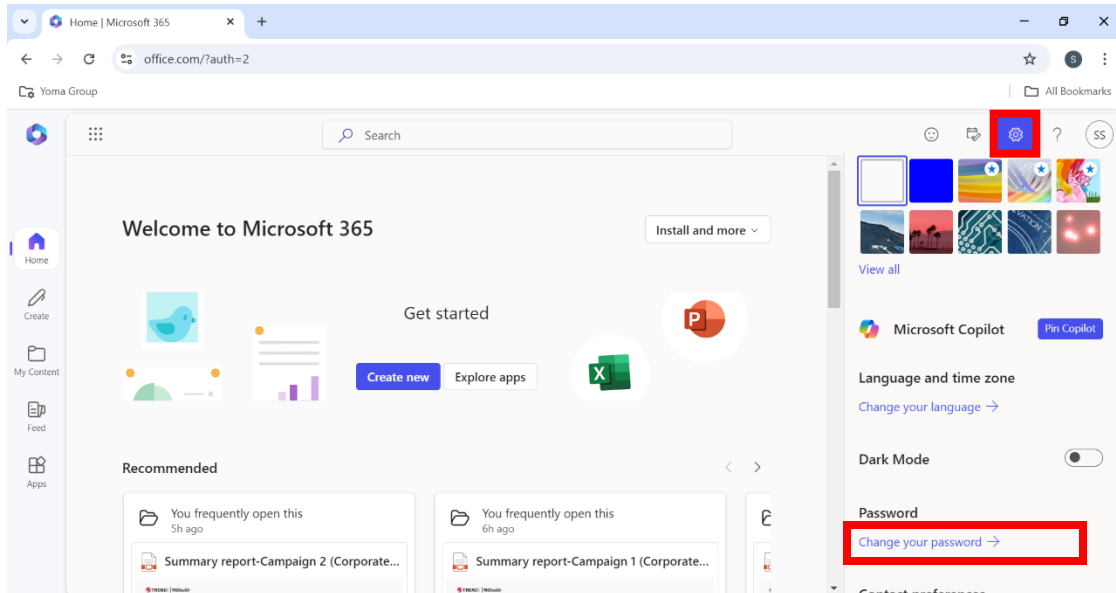

7. Access Your Account

8. Access Your Account Settings
   - Once signed in, click on the Settings (gear icon) at the top-right corner.
   - Scroll down and Click the "Change your password"

9. Change Your Password
   - Enter your **new password** in the first box.
     - Make sure the new password meets the Standard Password Policy.
   - Confirm the new password by typing it again in the second box.
   - Once you've entered and confirmed your new password, click **Submit** or **Save** to apply the changes.
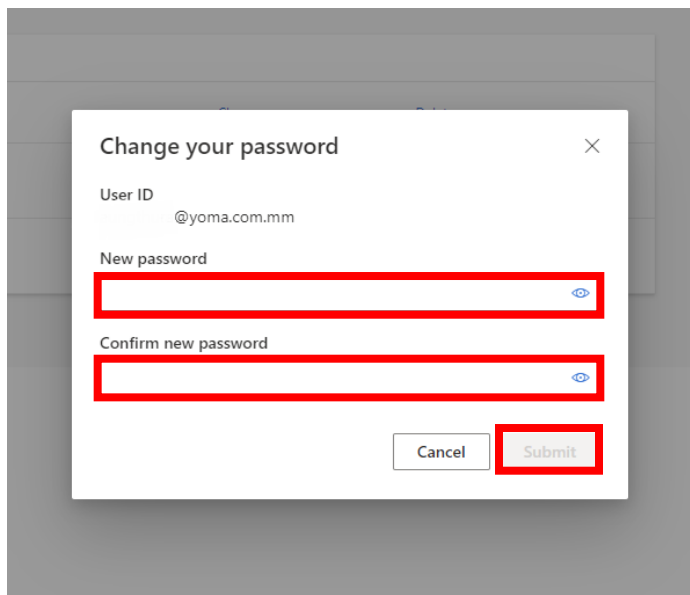
Get IT Help

If you have any information, please contact:

- Contact Helpdesk
  - o Email: helpdesk@yoma.com.mm
  - o Hot Line: +95 01 368 7766
  - o Extension: 8302
  - o Ticketing Portal: https://yomagroup.net/knowledge-base/get-it-help/

Revision History

Version	Date of Revision	Description	Next Review Date
1	27.9.2024	First Released (Draft)	March 2025