

YOMA GROUP

Self-Service Password Change Procedure

Version 1 9/27/24

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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.



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	Microsoft			
	Sign in			
	Email, phone, or Skype			
	No account? Create one!			
	Can't access your account?			
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2. Enter your Office Email Account and click "Next"

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

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- 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.

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5. Complete the verification step 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.

Change your password	×
User ID @yoma.com.mm	
New password	
	0
Confirm new password	
	Ø
	Cancel Submit

Get IT Help

If you have any information, please contact:

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

Revision History

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