

# Office 365 Help

Page 1 – Password Reset

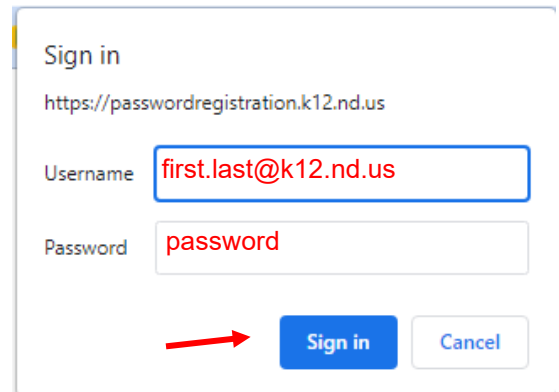
Page 2 – MS Office Desktop Applications

## Password Reset/Registration

*Before you can reset your own password, you have to register your email first.*

1. Follow the link to the password registration site –  
A pop-up will appear asking for your k12.nd.us email address and current password. Sign in.

<https://passwordregistration.k12.nd.us/default.aspx>

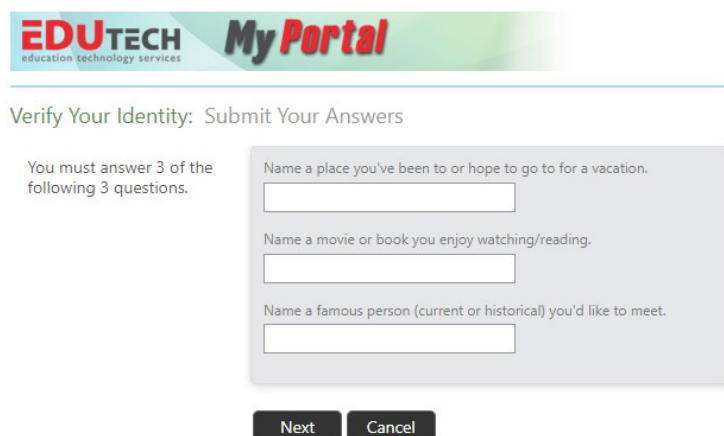


Sign in  
https://passwordregistration.k12.nd.us

Username

Password

2. You will have to answer 5 security questions. If you might forget your answers, write them down and keep them in a **safe** place. You'll have to answer 3 correctly to be able to reset your password later.
3. Follow the link to the Password Reset portal. For your username, type in your email address **without** the @k12.nd.us at the end. <https://passwordreset.k12.nd.us/default.aspx>
4. Enter the answers for the 3 security questions then hit next. From there, you can enter a *new, secure* password for your k12.nd.us email address.



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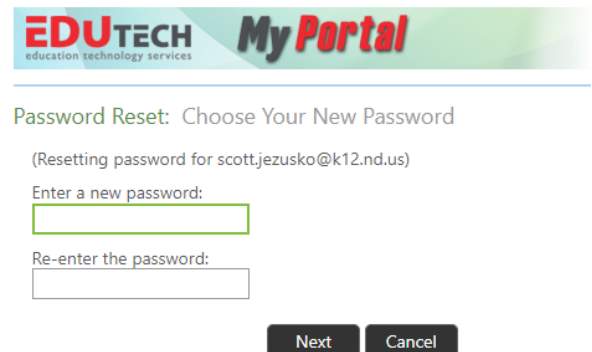
Verify Your Identity: Submit Your Answers

You must answer 3 of the following 3 questions.

Name a place you've been to or hope to go to for a vacation.

Name a movie or book you enjoy watching/reading.

Name a famous person (current or historical) you'd like to meet.



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Password Reset: Choose Your New Password

(Resetting password for scottjezusko@k12.nd.us)

Enter a new password:

Re-enter the password:

## Microsoft Office Apps

Each Office 365 user has access to 5 free licenses of Microsoft Office! This means you can install Office on your PC, laptop, phone, etc. – up to the license limit.

1. To download Microsoft Office, follow the Office 365 link on your device's browser.
2. At the home page, click on Install Office then Office 365 Apps. A download should automatically start.
3. Click on OfficeSetup.exe when it's done downloading and following the prompts to install Office!

Note: when you login to your brand-new office apps, it might have a box checked that says – “Allow my organization to manage...” – **uncheck the box** or you will get an error message. If you didn't uncheck the box and get the error, just ignore it.

