



Setting Up Recovery Methods for Self-Service Password Reset (SSPR)

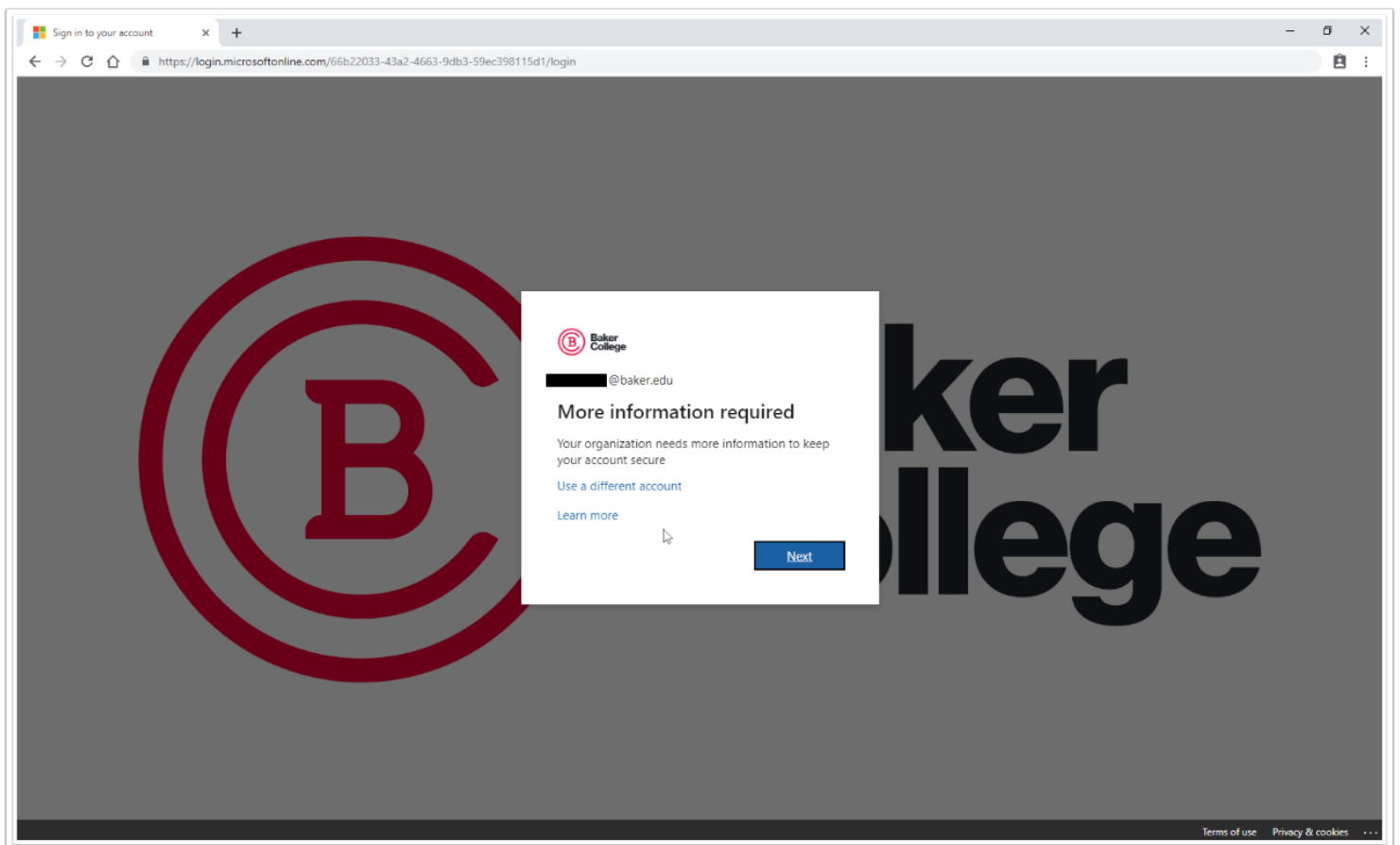
Baker College is making it easier than ever for you to recover your password if you ever forget it. We need you to do one little thing before you can use this new feature, though.

After you sign into a Baker service using your `userid@baker.edu` and password you will be prompted for additional information.

By following these steps you will be able to recover your account password at anytime from any location.

More information required

On the More information required screen click **Next** to start the process for setting up your password recovery options.

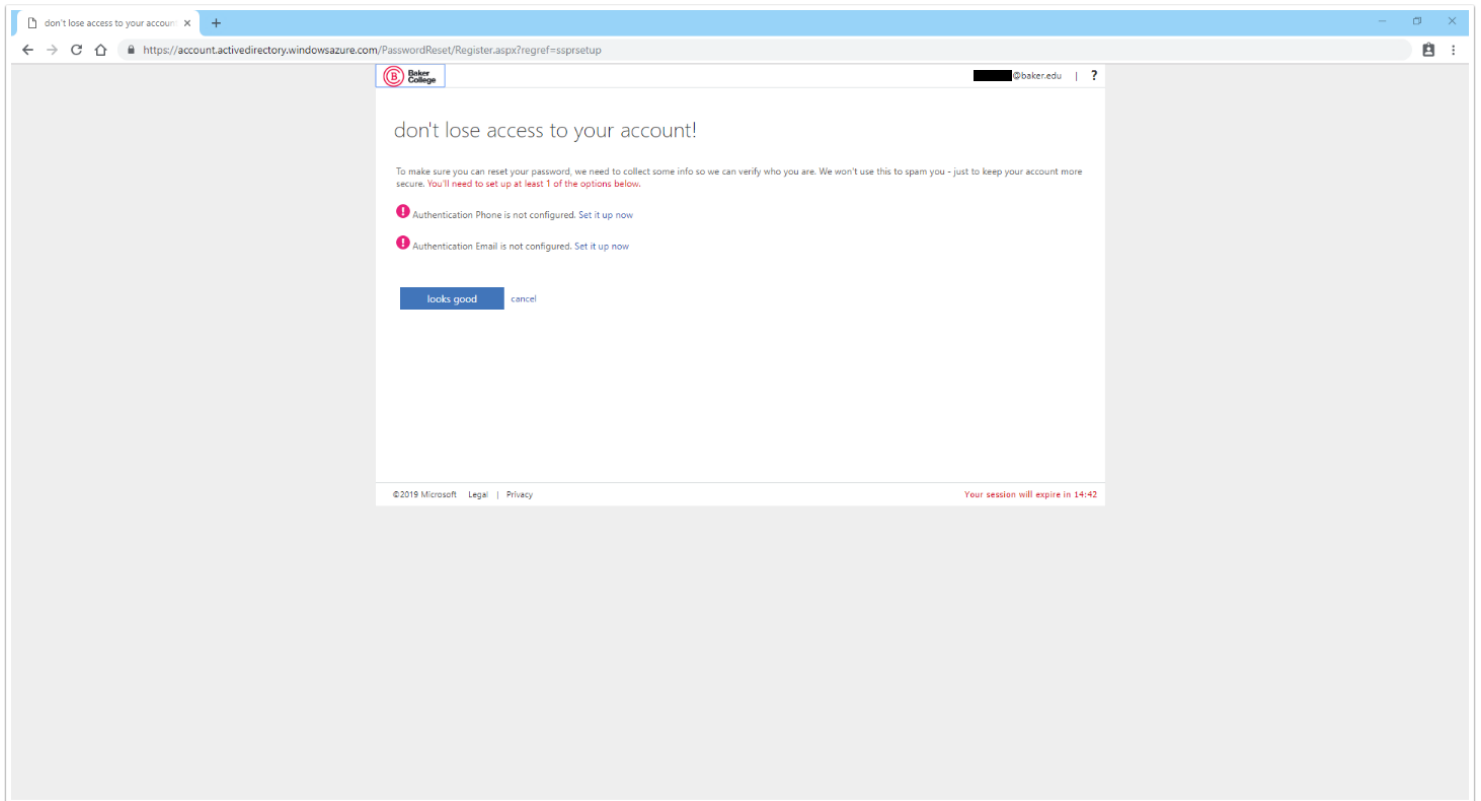


Don't lose access to your account! Page

On the don't lose access to your account! page you will now have the option to set your password recovery methods.

- Authentication Phone
- Authentication Email

To set up these options click **Set it up now** behind each option.



Authentication Phone

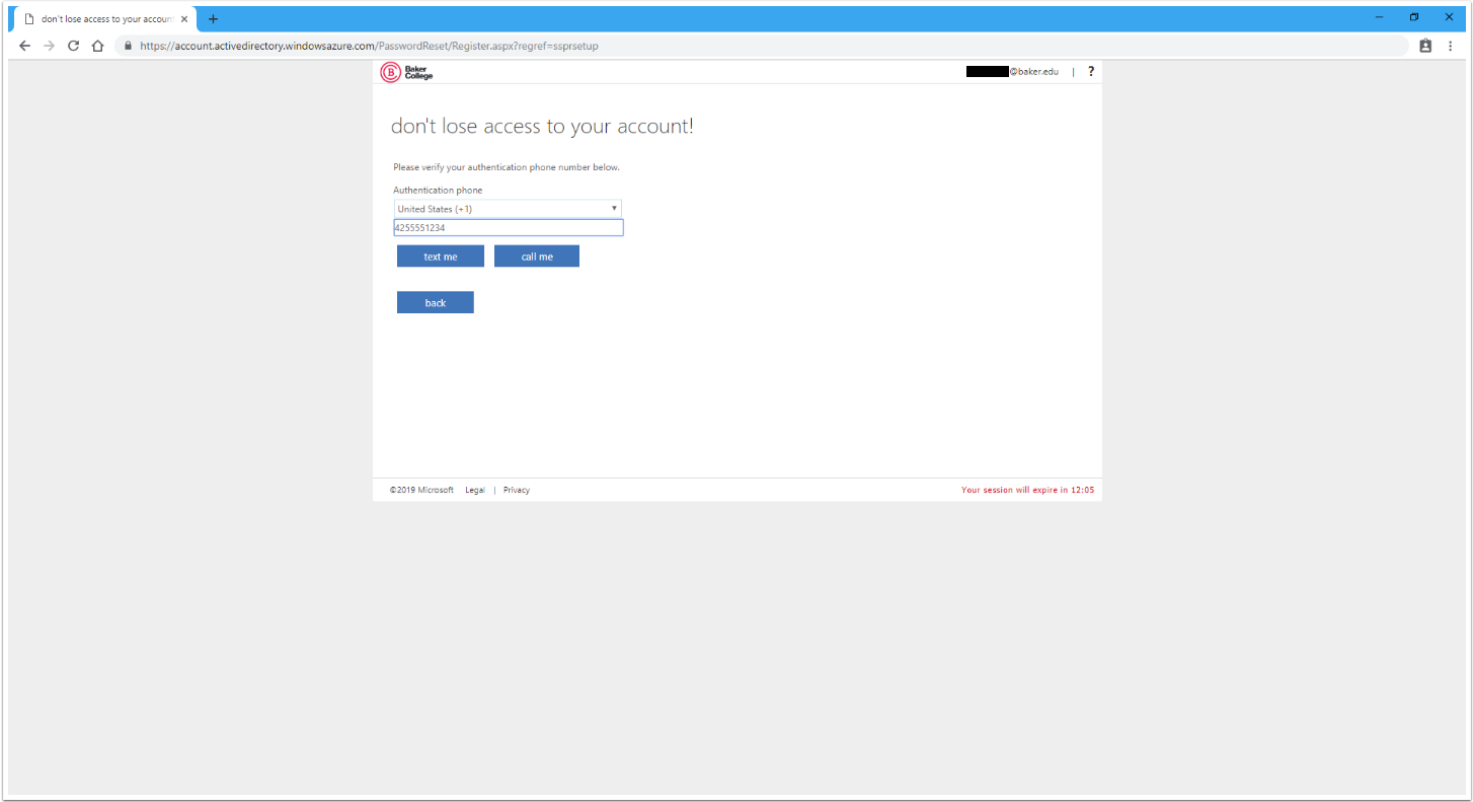
Two options are available to users with phones. (*Note: Phone number will **NOT** be visible in the directory. Administrators can see this information in the user's profile, but it's not published elsewhere.*) Microsoft does not guarantee consistent SMS or Voice-based Authentication prompt delivery by the same number. In the interest of our users, Microsoft may add or remove Short codes at any time as we make route adjustments to improve SMS deliverability.

Text message

An SMS is sent to the phone number containing a verification code. Enter the verification code provided in the sign-in interface to continue.

Phone call

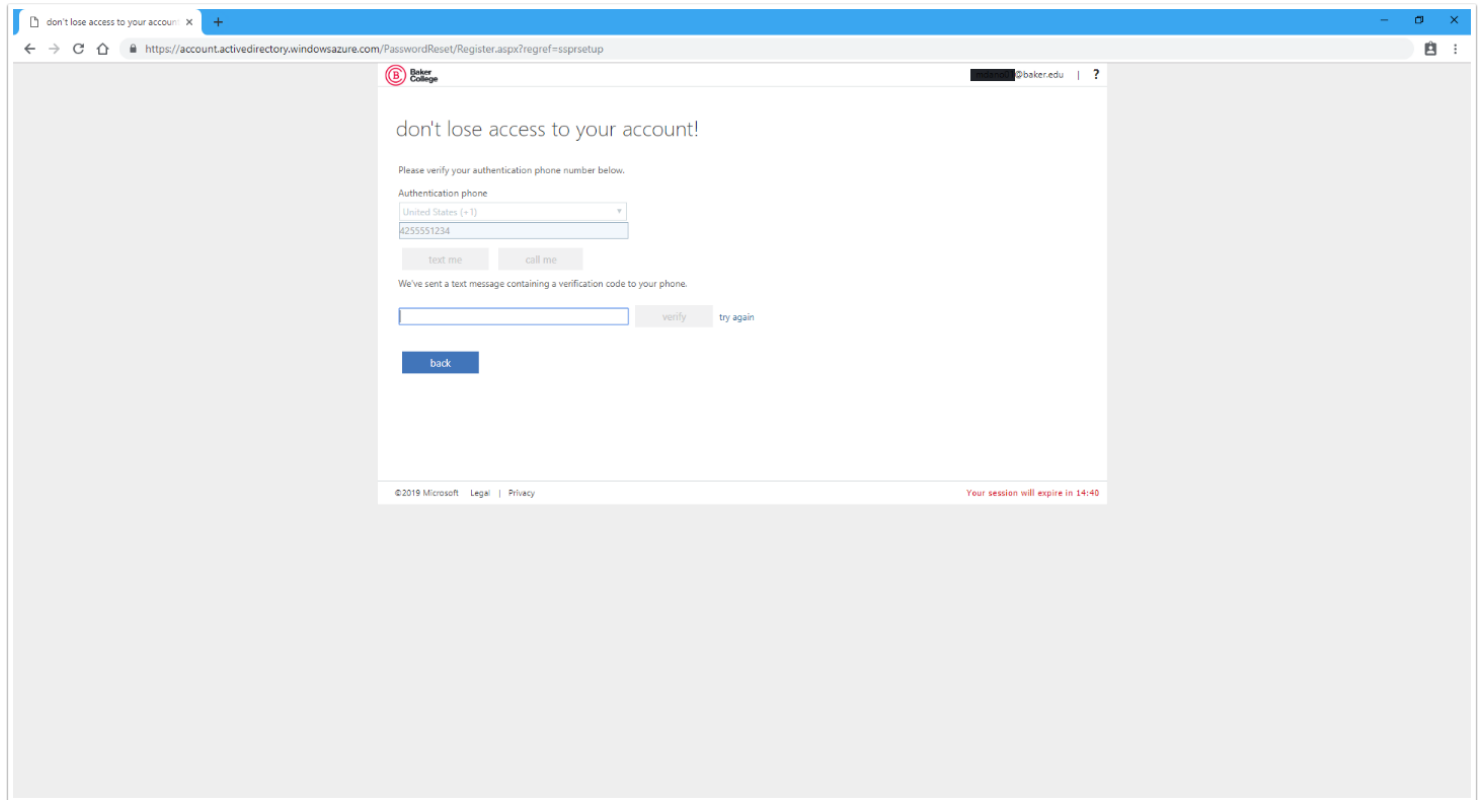
An automated voice call is made to the phone number you provide. Answer the call and press # in the phone keypad to authenticate.



Verify Text Message

To verify the text message enter the verification code that was sent via SMS to your phone, and click the Verify button.

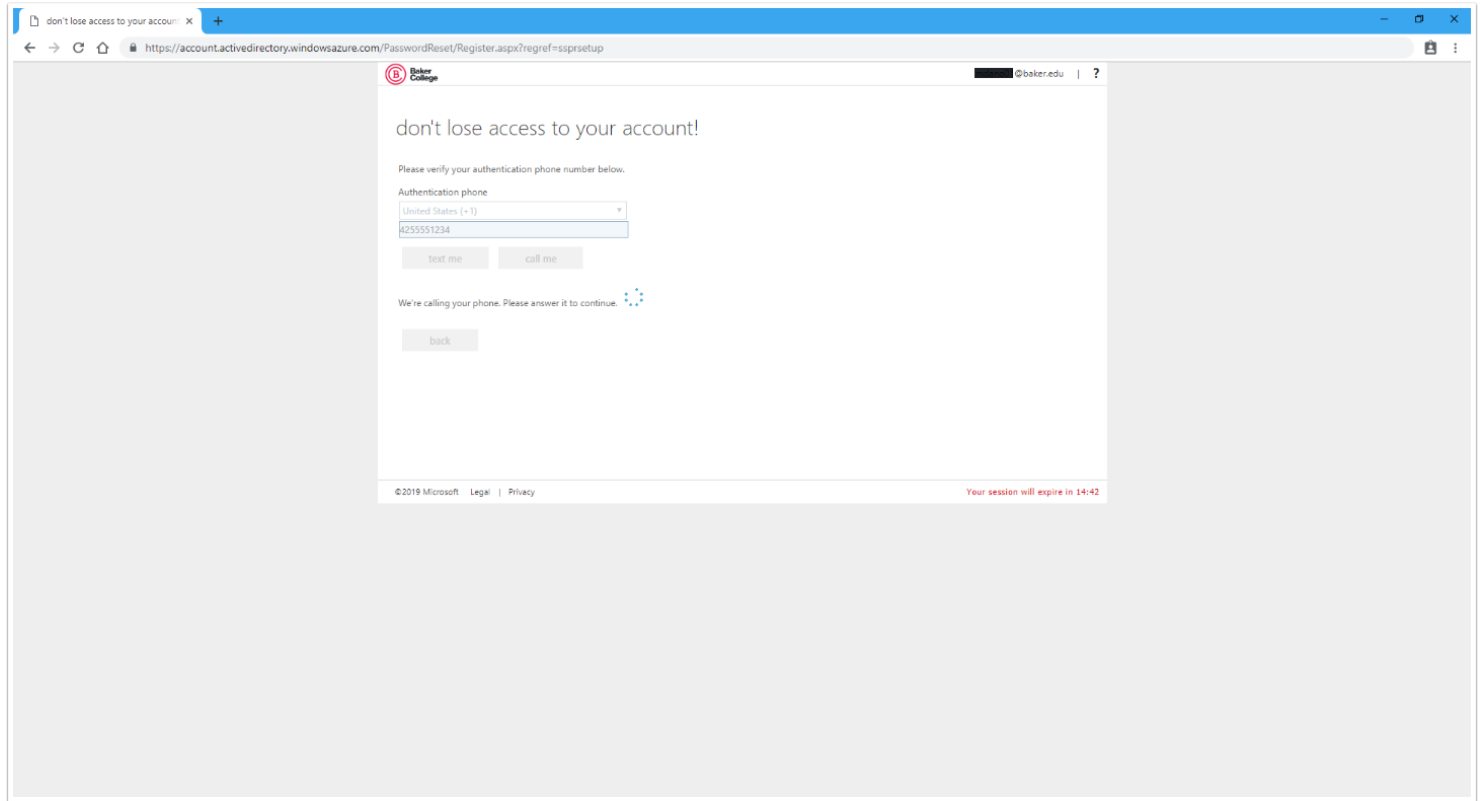
Note: The message should say something along the lines of "Use this code for Microsoft verification"



The screenshot shows a web browser window with the address bar displaying `https://account.activedirectory.windowsazure.com/PasswordReset/Register.aspx?ref=ssprsetup`. The page title is "don't lose access to your account!". The Baker College logo is in the top left corner. The main content area has the heading "don't lose access to your account!" and the instruction "Please verify your authentication phone number below." Below this is the "Authentication phone" section, which includes a dropdown menu for the country (currently set to "United States (+1)") and a text input field containing the phone number "4255551234". There are two buttons: "text me" and "call me". Below these buttons, it says "We've sent a text message containing a verification code to your phone." There is a text input field for the verification code, followed by "verify" and "try again" buttons. At the bottom of the form is a "back" button. The footer of the page includes "©2019 Microsoft Legal | Privacy" on the left and "Your session will expire in 14:40" on the right.

Verify Phone Call

An automated voice call is made to the phone number you provide. Answer the call and press # in the phone keypad to authenticate



The screenshot shows a web browser window with the address bar displaying `https://account.activedirectory.windowsazure.com/PasswordReset/Register.aspx?regref=ssprsetup`. The page title is "don't lose access to your account!". The Baker College logo is in the top left corner. The main content area has the heading "don't lose access to your account!" and the instruction "Please verify your authentication phone number below." Below this is a form for "Authentication phone" with a dropdown menu set to "United States (+1)" and a text input field containing "4255551234". There are two buttons: "text me" and "call me". Below the form, it says "We're calling your phone. Please answer it to continue." with a loading spinner and a "back" button. The footer contains "© 2019 Microsoft | Legal | Privacy" and a red warning "Your session will expire in 14:42".

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

4255551234

text me call me

We're calling your phone. Please answer it to continue.

back

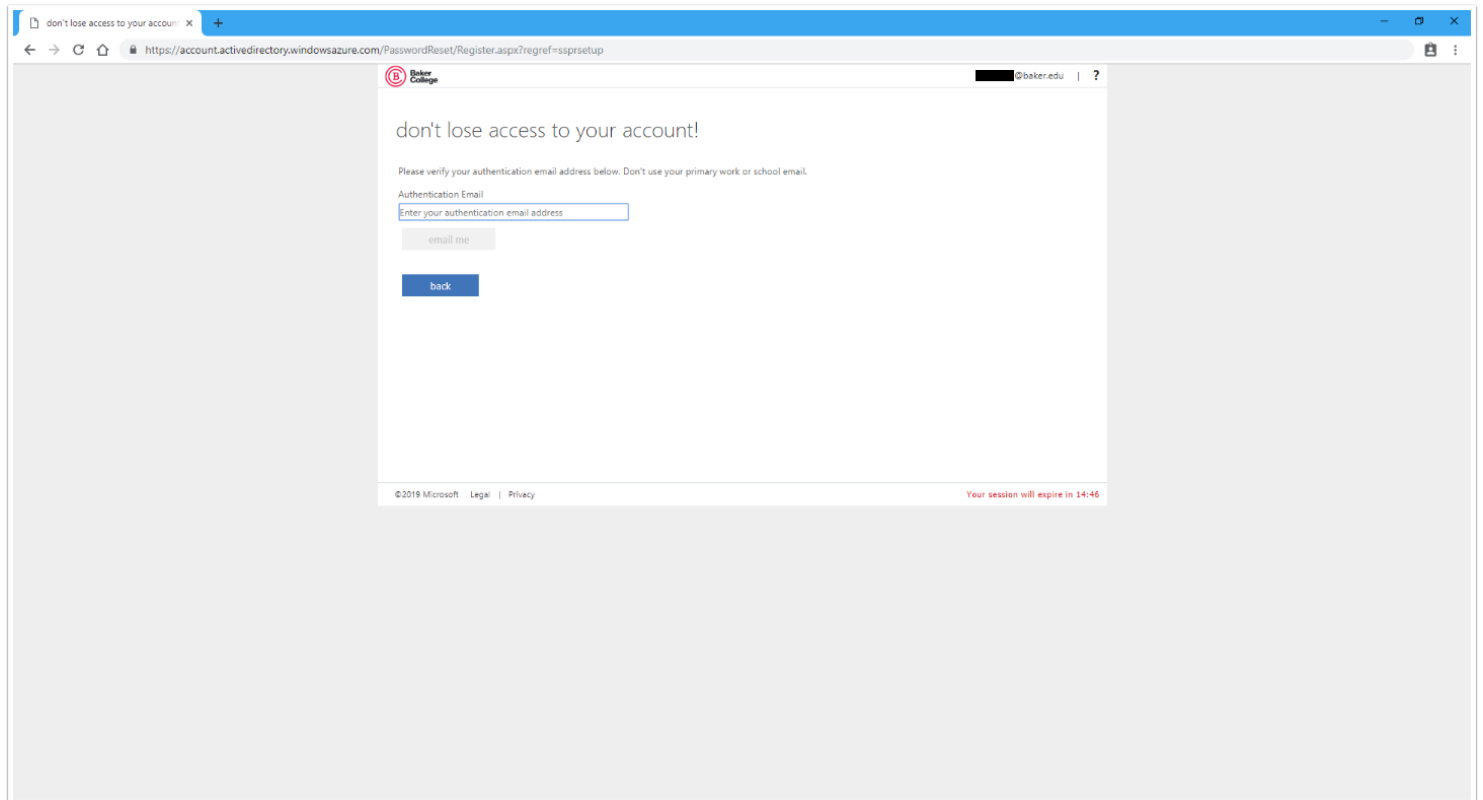
© 2019 Microsoft | Legal | Privacy

Your session will expire in 14:42

Authentication Email

When setting up the authentication email select a email account you have access to.

You can not use your Baker Email Address to setup your password recovery. It is suggested that you chose an address that you alone use and have access to. Once entered, an verification code will be emailed to you for you to enter into the verification page.

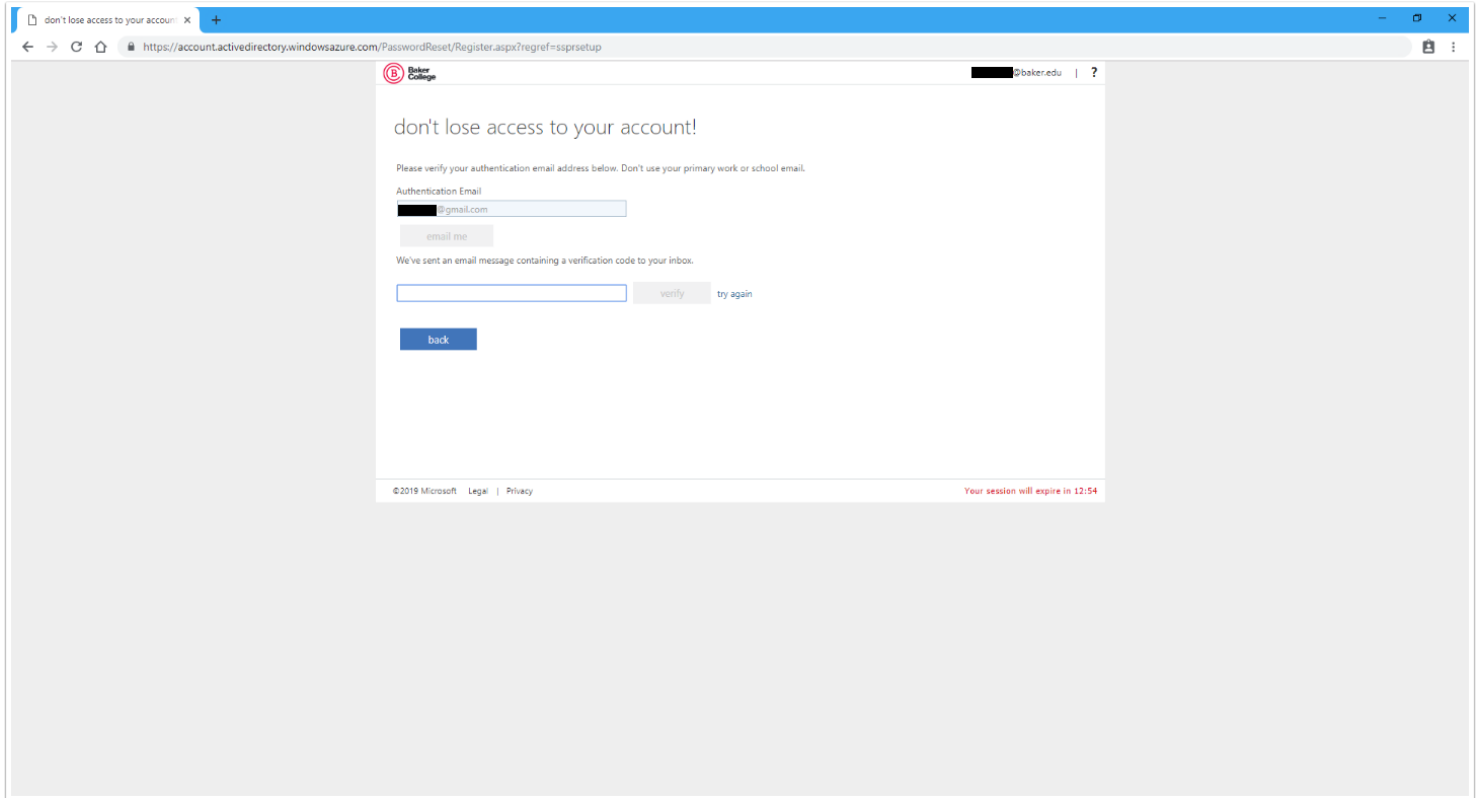


The screenshot shows a web browser window with the address bar displaying <https://account.activedirectory.windowsazure.com/PasswordReset/Register.aspx?ref=ssprsetup>. The page title is "don't lose access to your account!". The main content area has a heading "don't lose access to your account!" followed by the instruction "Please verify your authentication email address below. Don't use your primary work or school email." Below this is a section titled "Authentication Email" with a text input field containing the placeholder "Enter your authentication email address". To the right of the input field is a button labeled "email me". Below the input field is a blue button labeled "back". The footer of the page includes "© 2019 Microsoft | Legal | Privacy" on the left and "Your session will expire in 14:45" on the right. The Baker College logo is visible in the top left corner of the page content.

Email Verification code.

Once you receive your email verification code you can enter it into the provided field and click Verify to set the option.

If did not receive the email or there was an issue with the message you can click try again to resend the email verification.



The screenshot shows a web browser window with the address bar displaying `https://account.activedirectory.windowsazure.com/PasswordReset/Register.aspx?regref=ssprsetup`. The page title is "don't lose access to your account!". The main content area has a heading "don't lose access to your account!" and a subheading "Please verify your authentication email address below. Don't use your primary work or school email." Below this, there is a text input field for "Authentication Email" containing "[redacted]@gmail.com" and an "email me" button. A message states "We've sent an email message containing a verification code to your inbox." Below this is a text input field for the verification code, followed by "verify" and "try again" buttons. At the bottom left is a "back" button. The footer contains "©2019 Microsoft Legal | Privacy" and "Your session will expire in 12:54".

Change your password recovery options

At any time after your password recovery options are set you may update and/or remove password recovery options by going to my.baker.edu.

Login with your Baker userid,

Click the **Login Assistance** tile.

The screenshot shows the Baker College My Baker portal. The browser address bar displays <https://my.baker.edu/ICS/>. The page features a red navigation bar with links to Home, My Services, BeMore, and Admissions. A left sidebar contains sections for My Baker (Home, Clery Act, Diversity & Inclusion, Report a Concern/Complaint), Quick Links (OneStop, Student Services Center, Staff Center, Alumni Center, My Services, Account Information, Business Applications, Department Resources, Institutional Effectiveness & Research, Administrative Utilities, Submit a Support Ticket, Directory Info, Site Map), and a footer with the URL <https://apps.baker.edu>. The main content area includes a 'You are here: Home My Baker' breadcrumb, a grid of service tiles (Catalog, Student Handbook, My Services, OneStop, Program Information, Class Schedule, IT Support, Login Assistance, Department Resources, Access to programs and applications via apps.baker.edu (login required), Maintenance Ticket System, Safety Data Sheets (SDS), Bookstore, Campuses), a BeMore Employee Campus Consolidation tile, and a registration announcement for Spring and Summer 2020 classes. The announcement text states: 'Registration for Spring and Summer 2020 classes is now open! Register now for Spring and Summer 2020 classes! Classes are filling up quickly! If you need assistance with registration, please view the registration video or contact a OneStop advisor at onestop@baker.edu or 833-MY1-STOP.' It also includes a link to apply for graduation at www.baker.edu/graduation. At the bottom right, there is a Student Services Calendar for Wednesday, November 15, showing a balance due with a payment plan on Monday, November 18.

User Account

On the User Account page scroll down to locate the Update Security Questions link. Click the link.

User Account | User Account | M | X

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https://my.baker.edu/ICS/My_Services/Department_Resources/Information_Technology_Department/User_Account/

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Home My Services BeMore Admissions

User Account

User Account

Quick Links

OneStop

Student Services Center

Staff Center

Alumni Center

My Services

Account Information

Business Applications

Department Resources

Institutional Effectiveness & Research

Administrative Utilities

Submit a Support Ticket

Directory Info

Site Map

You are here: My Services > Department Resources > Information Technology Department > User Account

User Account

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Password Requirements

[Activate my Account](#)

[Forgot / Change my Password](#)

When creating a new password, please keep the following in mind:

Your password is case-sensitive and must:

- Be at least 8, but no more than 128, characters long.
- Contain three of the following character types:
 - Uppercase letters (A-Z)
 - Lowercase letters (a-z)
 - Numbers (0-9)
 - Special characters: (' ~ ! @ # \$ % ^ & * () _ + - = { } | [] \ ; : ' ? , . / but no quotation " marks, or < >)

Your password cannot:

- Include any part of your full name or user ID
- Contain non-English characters
- Contain double quotation marks (")
- Contain greater than/less than symbols (< >)
- Match any of your 5 most recent passwords

Passwords expire every 90 days.

If you need assistance with your password, you may also call the ITSC at (800) 645-8350 or email them at itsc@baker.edu.

Update Security Questions

[Update Security Questions](#)

Account Information

UIN

User Name

Equitrac Number

Library Number

Azure Single Sign-On Supporting Documents

[Baker College Single Sign-On](#)

[Setting Up Recovery Methods for Self-Service Password Reset \(SSPR\)](#)

Baker Login with SSO

Closing a tab for My Baker, Canvas, or any other Baker web application WILL NOT log you out of SSO.

Logging out of My Baker or Canvas will log you out of SSO for the CURRENT application, but will not log you out of the OTHER applications.

Once logged out of an application, you will need to login again to SSO for that application.

To be completely logged out of SSO, you must close your web browser. This is especially true if you are using a public computer.

Setting Up Recovery Methods for Self-Service Password Reset (SSPR)

Page 9

Don't lose access to your account! page

After clicking the link you should now be back on the "don't lose access to your account!" page.

To modify your option you only need to click the [Change](#) link at the end of the option you wish to change.

Follow the process of setting up your selected recovery method.

Once done click **Finish** to close the page.

