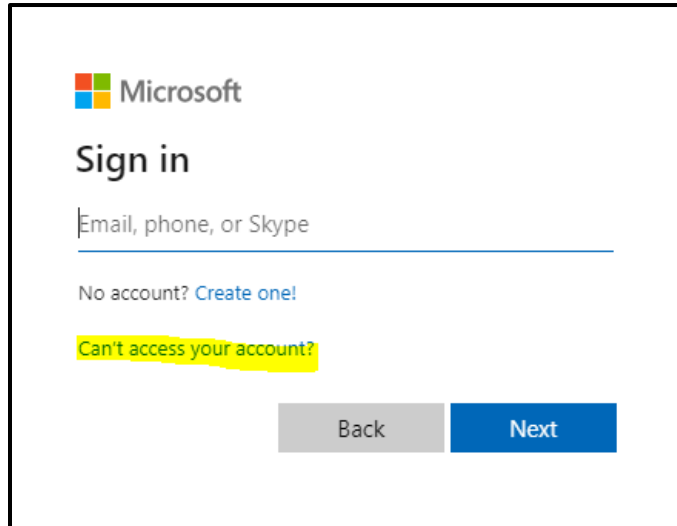


For password reset online please click this link:

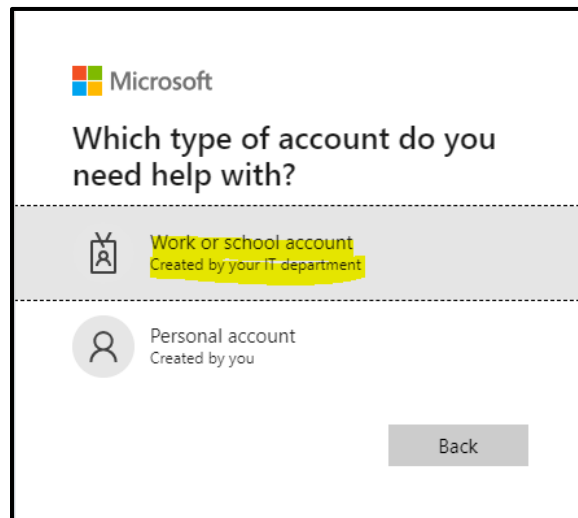
<https://passwordreset.microsoftonline.com/>. Or you may follow the guidelines below

1. Go to <https://login.microsoftonline.com/>. Click "Can't access your account?".



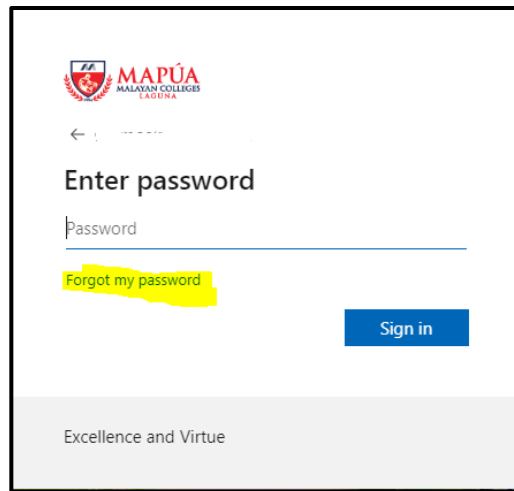
The image shows the Microsoft Sign in page. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is the link "No account? Create one!". Below that is the link "Can't access your account?", which is highlighted in yellow. At the bottom are two buttons: "Back" (grey) and "Next" (blue).

Choose **Work or school account**.



The image shows the Microsoft account selection screen. At the top is the Microsoft logo. Below it is the text "Which type of account do you need help with?". There are two options: "Work or school account" (with a person icon) and "Personal account" (with a person icon). The "Work or school account" option is highlighted in yellow and includes the text "Created by your IT department". Below the options is a "Back" button.

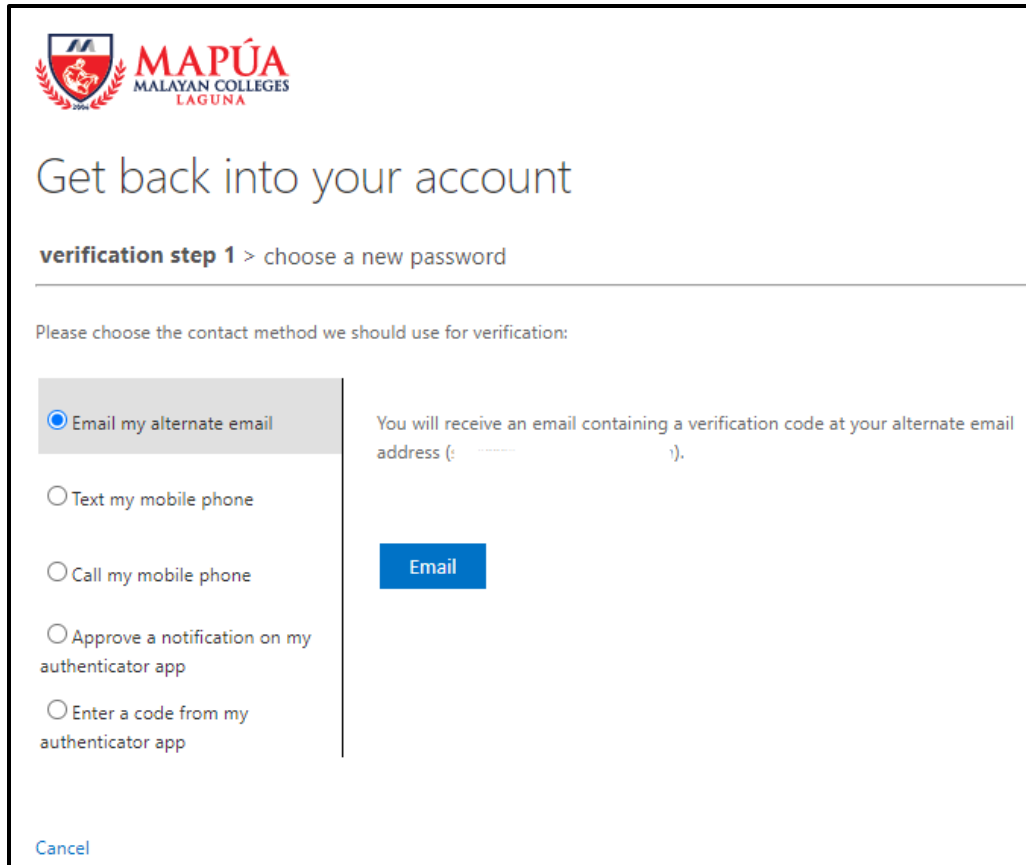
Or you may enter your MCL email. Click [Next](#) then click [Forgot my password](#).




2. Enter your [MCL email](#) in the user ID (*if not yet indicated*) and image indicated in the picture. Click [Next](#).



3. Choose 1 contact method for the verification step. Make sure to check if the email and mobile no. is correct before sending verification code. You may also use your authenticator app.



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Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

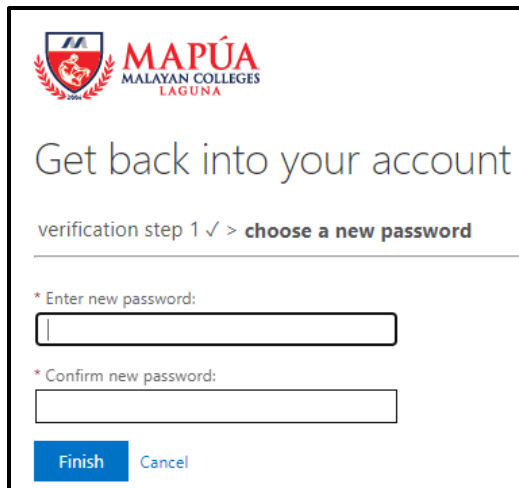
- ☒ Email my alternate email
- ☐ Text my mobile phone
- ☐ Call my mobile phone
- ☐ Approve a notification on my authenticator app
- ☐ Enter a code from my authenticator app


You will receive an email containing a verification code at your alternate email address (:).

Email

Cancel

4. Enter your new password. Make sure the new password meet the system requirements such as min. of 12 characters, alphanumeric with special characters (ie. \$ @ #) and not related to your name. Make sure not to repeat or used your previous password. Click **Finish**.



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MALAYAN COLLEGES
LAGUNA

Get back into your account

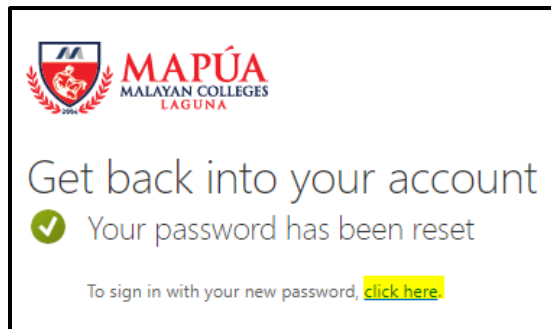
verification step 1 ✓ > choose a new password

* Enter new password:

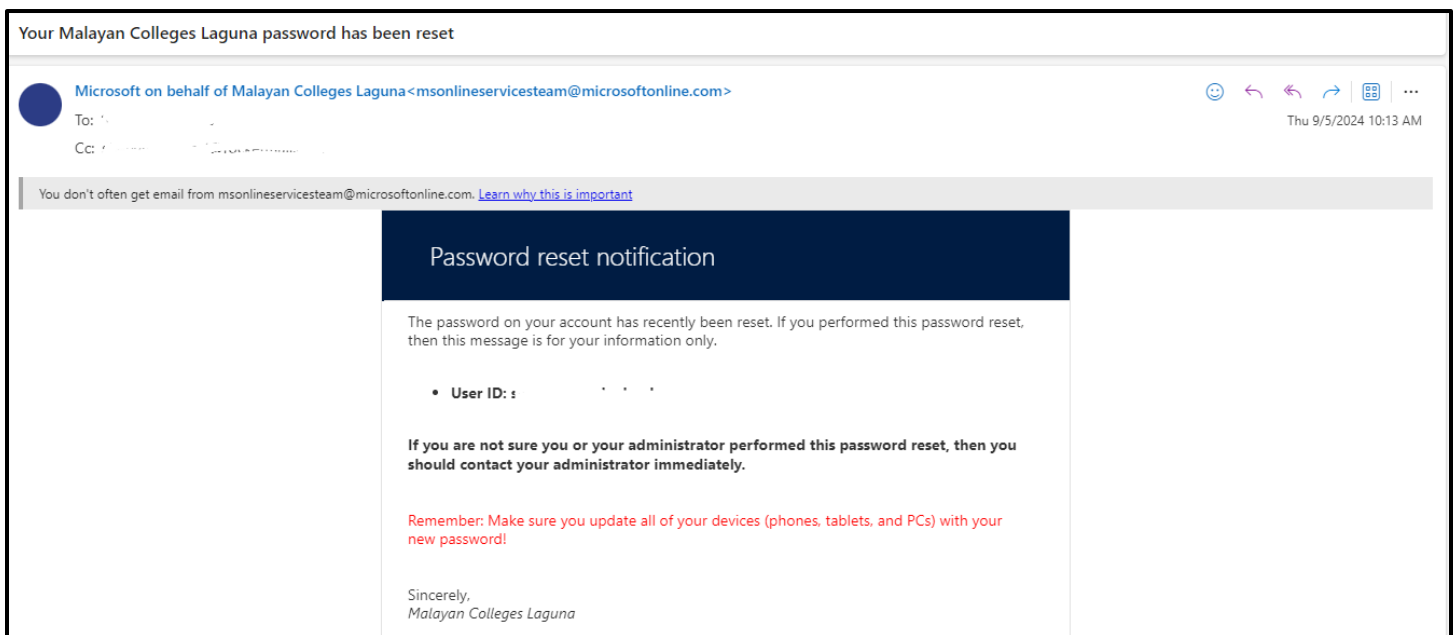
* Confirm new password:

Finish Cancel

5. Sign in with your new password press click here.

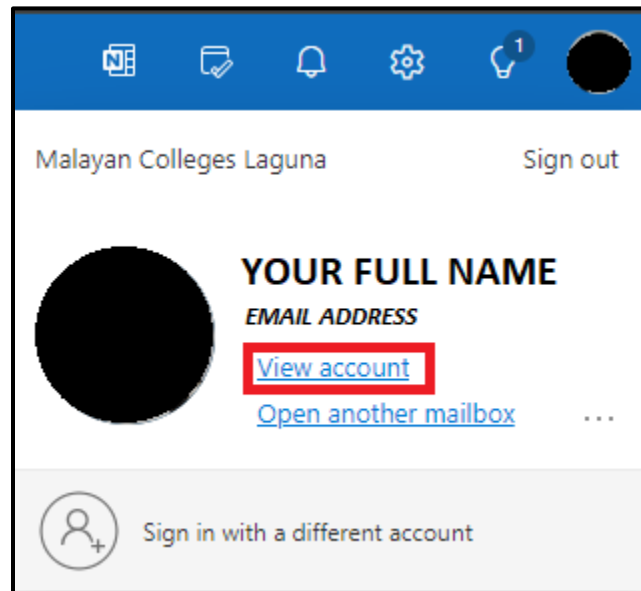


6. You will receive a confirmation email from Microsoft regarding the changes you've made in your account password.

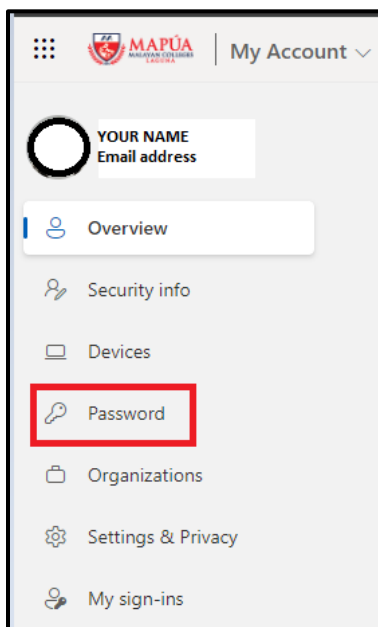


Another way to reset your password in Outlook WebApp

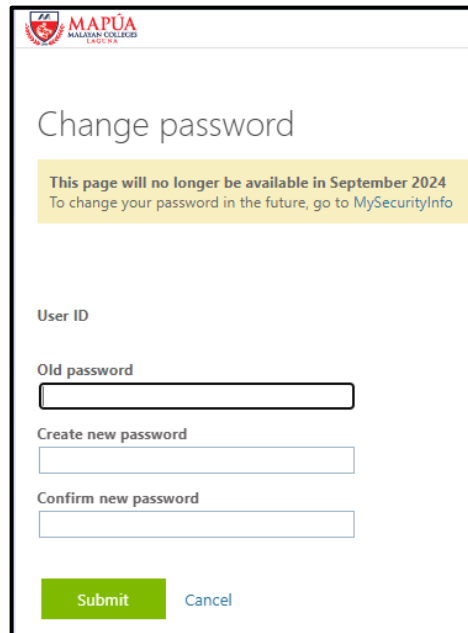
1. Click the account manager of your account. It's located in upper right side of your windows screen. Usually has your picture as a logo. Click [View account](#).



2. Click [Password](#) on the left side of your window.

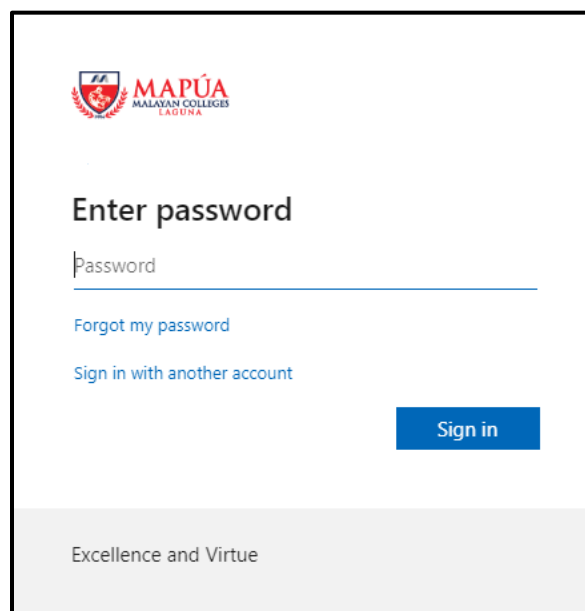


3. Enter your **old password** then create **new password and confirm new password**. Make sure the new password meet the system requirements such as min. of 12 characters, alphanumeric with special characters (ie. \$ @ #) and not related to your name. Make sure not to repeat or used your previous password. Click **Submit**.



The screenshot shows a web form titled "Change password" with the MAPUA MALAYAN COLLEGES LAGUNA logo at the top. A yellow banner states: "This page will no longer be available in September 2024. To change your password in the future, go to MySecurityInfo". The form includes a "User ID" label, an "Old password" input field, a "Create new password" input field, and a "Confirm new password" input field. At the bottom, there are two buttons: a green "Submit" button and a blue "Cancel" button.

4. Re-enter your new account password. Click **Sign in**. Microsoft office home window will appear.



The screenshot shows a web form titled "Enter password" with the MAPUA MALAYAN COLLEGES LAGUNA logo at the top. It features a "Password" input field with a blue underline. Below the input field are two links: "Forgot my password" and "Sign in with another account". A blue "Sign in" button is positioned to the right of the input field. At the bottom of the form, the text "Excellence and Virtue" is displayed.