



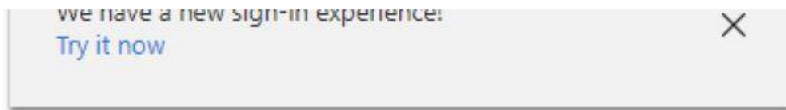
Step by step instructions on how to set up and then reset your password are below. If you have any problems please email webmaster@mosl.co.uk

1) To register an alternate email address / phone number that will allow you to reset your password go to <http://aka.ms/ssprsetup>

If you have already registered an alternate email address / phone number and just want to reset your password please skip to step 6.

2) You will be taken to a Microsoft Office 365 login page. Please sign in using your “@partners.mosl.co.uk” username and password. If you can’t remember your username and / or password please email webmaster@mosl.co.uk

If you are already logged into Office 365 on a work account please sign out. Once you’re logged out click ‘Use another account’ and then enter your “@partners.mosl.co.uk” username and password.



Work or school account

Keep me signed in

Sign in

[Can't access your account?](#)

3) If you see the screen below please email webmaster@mosl.co.uk explaining what you are doing and ask for your password to be reset. Once you have your new password please repeat these instructions from the start.

We don't recognize this user ID or password

Be sure to type the password for your work or school account. [Forgot your password?](#)

Work or school, or personal Microsoft account

Keep me signed in

Sign in

Back

4) However, if you see the screen below please register using your details. We recommend two methods of authentication.



testaccount2@mosl.co.uk | ^

don't lose access to your account!

To make sure that you can reset your password, we need to collect some info so that we can verify who you are. We won't use this to spam you – we'll just use it to make your account more secure. **You'll need to set up at least 1 of the options below.**

 Authentication Phone is not configured. [Set it up now](#)

 Authentication Email Address is not configured. [Set it up now](#)

Finish

Cancel

5) In the example below we show alternate email registration but the process for phone verification is similar. Please enter an alternate email address and click 'Email Me'.

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email Address

email me

We've sent an email message containing a verification code to your inbox.

verify

Back



don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email Address

email me

Back

6) You will receive a verification email in your alternate email inbox (for phone verification you'll receive a text)

Market Operator Services Limited account email verification code



Microsoft Online Services Team <msonlineservicesteam@microsoftonline.com>

Today, 23:48



To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

Verify your email address

Thanks for verifying your testaccount2@mosl.co.uk account!


Your code is: ~~XXXXXXXXXX~~

Sincerely,
The Azure Active Directory Team

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

 Authentication Phone is not configured. Set it up now

 Authentication Email Address is set to ~~hosnain.ghani@mosl.co.uk~~ [Change](#)

Finish

Cancel

7) After the process is complete, you can go to the following URL at any time and reset your password: <https://passwordreset.microsoftonline.com/>

8) To reset your password enter the username/ email ID and the Captcha to receive a verification code

Microsoft


Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternative email address

You will receive an email containing a verification code at your alternative email address (ha*****@smartdesc.co.uk).

Email



Microsoft Online Services Team <msonlineserviceteam@microsoftonline.com>

Today, 23:56

[Redacted]

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To always show content from this sender, [click here](#).

Verify your email address

Thanks for verifying your testaccount2@mosl.co.uk account!

Your code is: [Redacted]

Yours sincerely,
The Azure Active Directory Team

9) Enter your new password (please wait 20 minutes for the password change to be replicated before logging onto the website or any MOSL web service that uses the same login credentials as the website).

Microsoft

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

Password strength

* Confirm new password:

Finish

Cancel

10) If at any time you want to change your registration email or phone, go to <http://aka.ms/ssprsetup> and login. You will then see the option to change details for both authentication mechanisms.