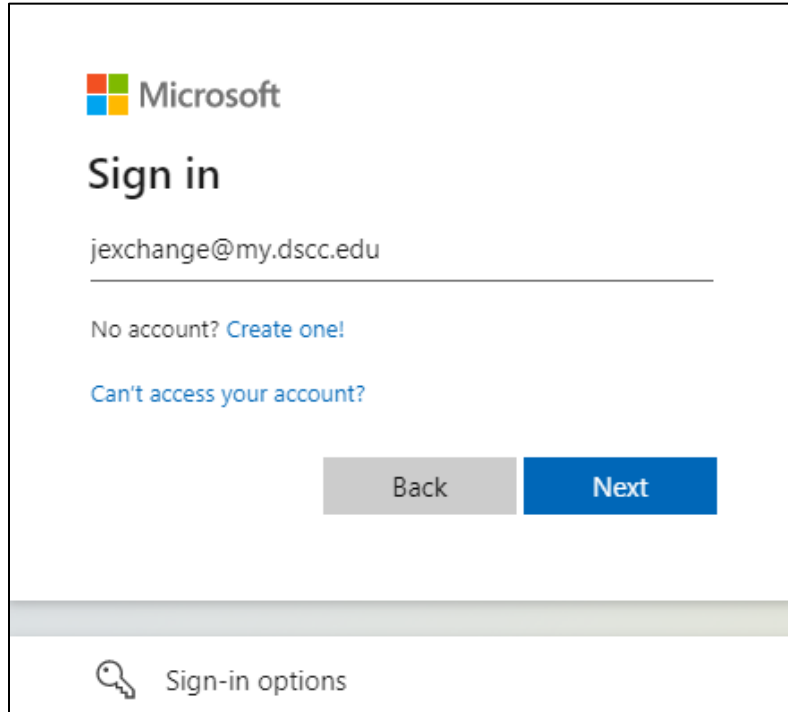


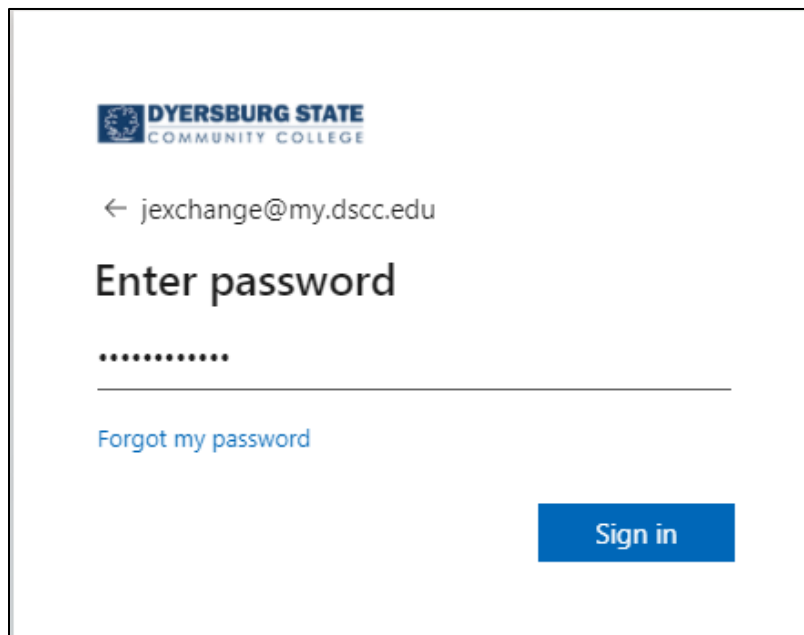
Azure Active Directory Self-Service Password Instructions

1. Sign in with your DSCC email address.



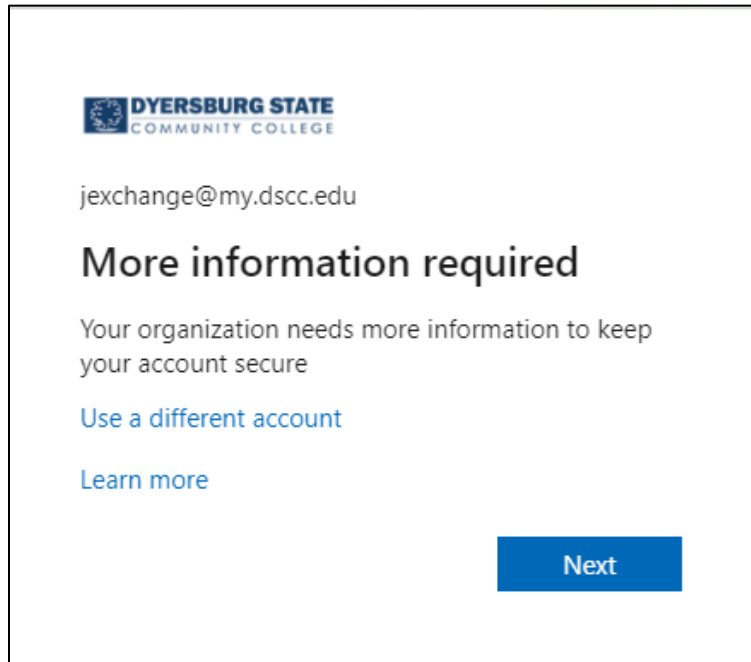
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large font. Underneath, the email address "jexchange@my.dsc.edu" is entered into a text field. Below the text field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the sign-in area are two buttons: a grey "Back" button and a blue "Next" button. Below the sign-in area is a horizontal bar with a key icon and the text "Sign-in options".

2. Enter your DSCC password.

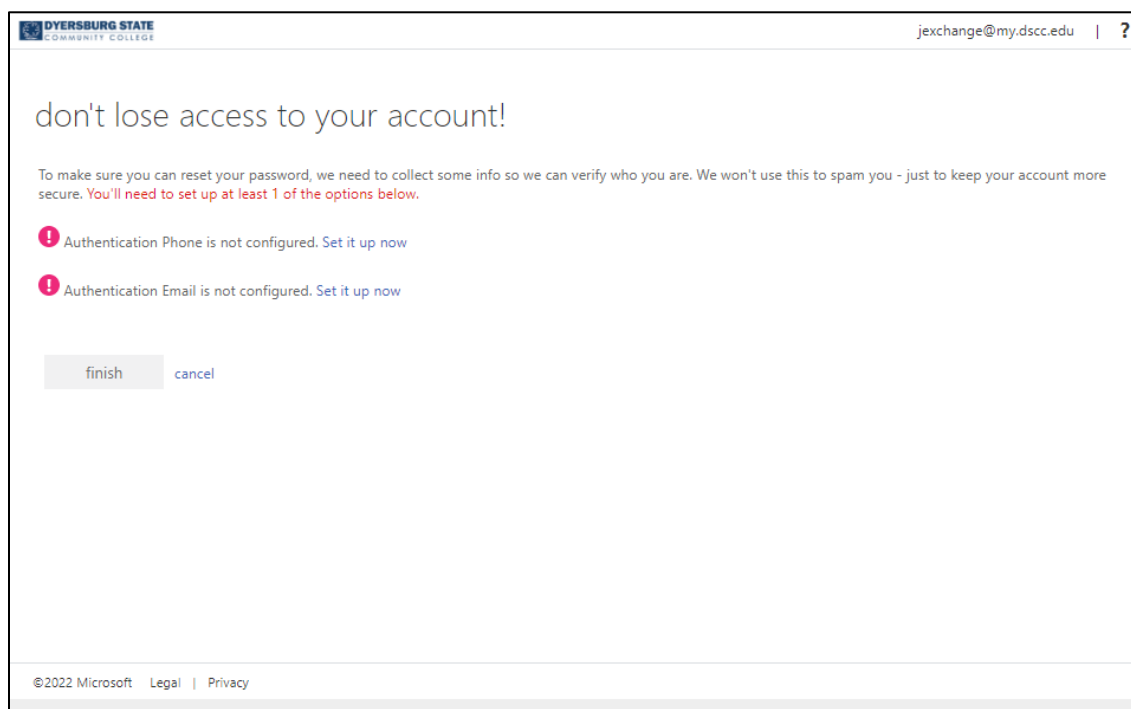


The screenshot shows the password entry screen for Dyersburg State Community College. At the top left is the college's logo, which includes a circular emblem and the text "DYERSBURG STATE COMMUNITY COLLEGE". Below the logo, the email address "jexchange@my.dsc.edu" is displayed with a back arrow to its left. The main heading is "Enter password" in a large font. Below this is a password input field containing a series of dots. Below the password field is a link that says "Forgot my password". At the bottom right of the screen is a blue button labeled "Sign in".

3. You will receive the notification “More information required”; press Next.



4. Choose Authentication Phone or Authentication Email by clicking on Set it up now next to your preference. You only have to choose one, but selecting both will allow you more options if you have difficulty with a device.



5. If you choose to use your phone, enter your telephone information and then choose one of the options.
 - a. Text me.
 - b. Call me.

The screenshot shows a web page for Dyersburg State Community College. The header includes the college logo and the email address 'jexchange@my.dsc.edu'. The main heading is 'don't lose access to your account!'. Below this, it says 'Please verify your authentication phone number below.' There is a dropdown menu for 'Authentication phone' set to 'United States (+1)' and a text input field containing '7318881234'. Two blue buttons, 'text me' and 'call me', are positioned below the input field. A 'back' button is located further down. The footer contains the text '©2022 Microsoft Legal | Privacy'.

6. If you choose to use your email, enter an email address other than your DSCC email address and choose email me.

The screenshot shows a web page for Dyersburg State Community College. The header includes the college logo and the email address 'jexchange@my.dsc.edu'. The main heading is 'don't lose access to your account!'. Below this, it says 'Please verify your authentication email address below. Don't use your primary work or school email.' There is a text input field for 'Authentication Email' containing 'johnny@gmail.com'. A blue button labeled 'email me' is positioned below the input field. A 'back' button is located further down. The footer contains the text '©2022 Microsoft Legal | Privacy'.

7. Got to the device chosen to retrieve a code that was sent from Microsoft. Enter the code in the blank and press verify.

DYERSBURG STATE
COMMUNITY COLLEGE

jexchange@my.dsc.edu | ?

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

7318820207

text me call me

We've sent a text message containing a verification code to your phone.

verify try again

back

©2022 Microsoft Legal | Privacy

8. Press the finish button to complete the process.

DYERSBURG STATE
COMMUNITY COLLEGE

jexchange@my.dsc.edu | ?

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 set to +1 7318820207. [Change](#)
- ! Authentication Email is not configured. [Set it up now](#)

finish cancel

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9. Choose whether or not to stay signed in. For security purposes we do not recommend choosing staying signed in. Staying signed in may cause issues if you have more than one Office 365 account or when changing your password.



jexchange@my.dsc.edu

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes