Self-Service Password Reset Instructions

To enroll in the self-service password reset system, follow the steps below:
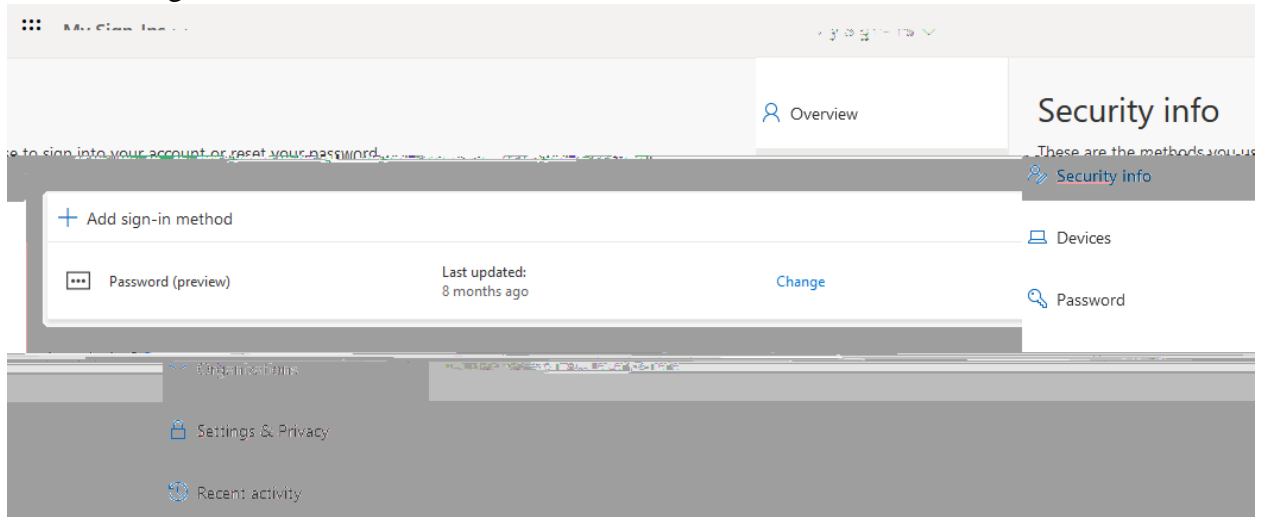
1. Visit https://mysignins.microsoft.com/security-info to sign in with your UNA credentials
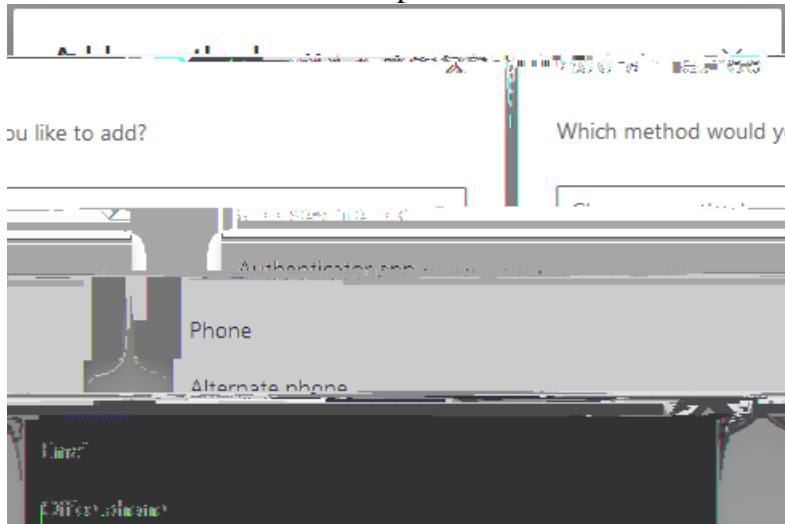2. Enter your e-mail address and click Next

3. Enter your password on the UNA site and authenticate with DUO

4. Click Add sign-in method

5. Choose a method from the drop-down list and click Add

6. Recommended methods are

- Phone – Can receive a call or text with a verification code
- Email – Receive verification code at alternate e-mail address
- Security Questions – Answer previously chosen questions.