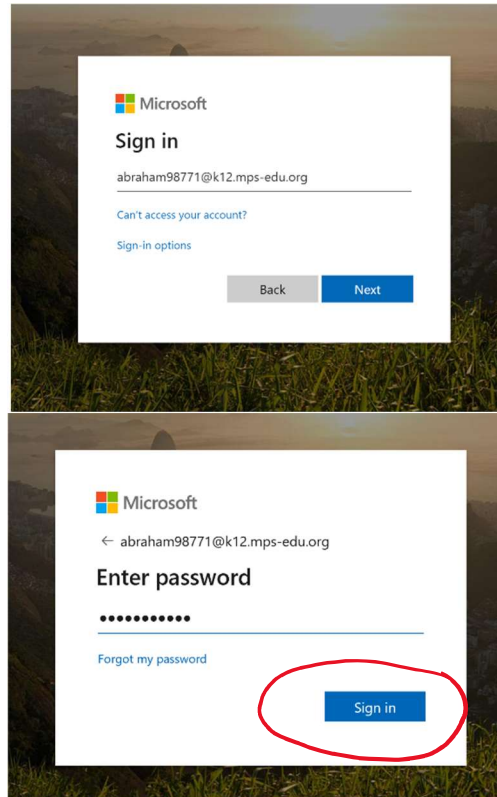


Setting up your Microsoft 365 Account

In order to use some of the features of Microsoft 365, Teams, email, or other MPS tools, as well as access the ability to change your password online from home, you should set up security settings in your Microsoft 365 account

Visit this link: <http://aka.ms/ssprsetup>

1. When prompted at the Microsoft sign in page, students should enter their student email account (the same email you use to log into Chromebooks – first name and ID# @k12.mps-edu.org) and click **Next**.
2. Enter your password.
(This is the same password you use to log into your Chromebook)
3. Click **Sign in**.



4. If you need to complete the one-time security setup, you will receive a “More information required” notification and click **Next** to proceed.

If you do not receive this notification, you have already completed the setup. You will be brought to a screen where you can review their information, ensure it is correct, and then sign out.

5. On the Don't lose access to your account! screen, select **Set them up now** next to Security Questions.

6. Choose security questions from the 3 drop-down menus and answers to the questions as required.

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 up now](#)

 Security Questions are not configured. [Set them up now](#)

[finish](#) [cancel](#)

Note: Suggested Questions for Students begin with “Students” you may answer any question.

7. Optional: you may enter a cell phone number to receive text message recovery directions by clicking **set it up now** next to the prompt for “Authentication Phone”.
8. Click **Finish** on the Don't lose access to your account screen to complete set up.