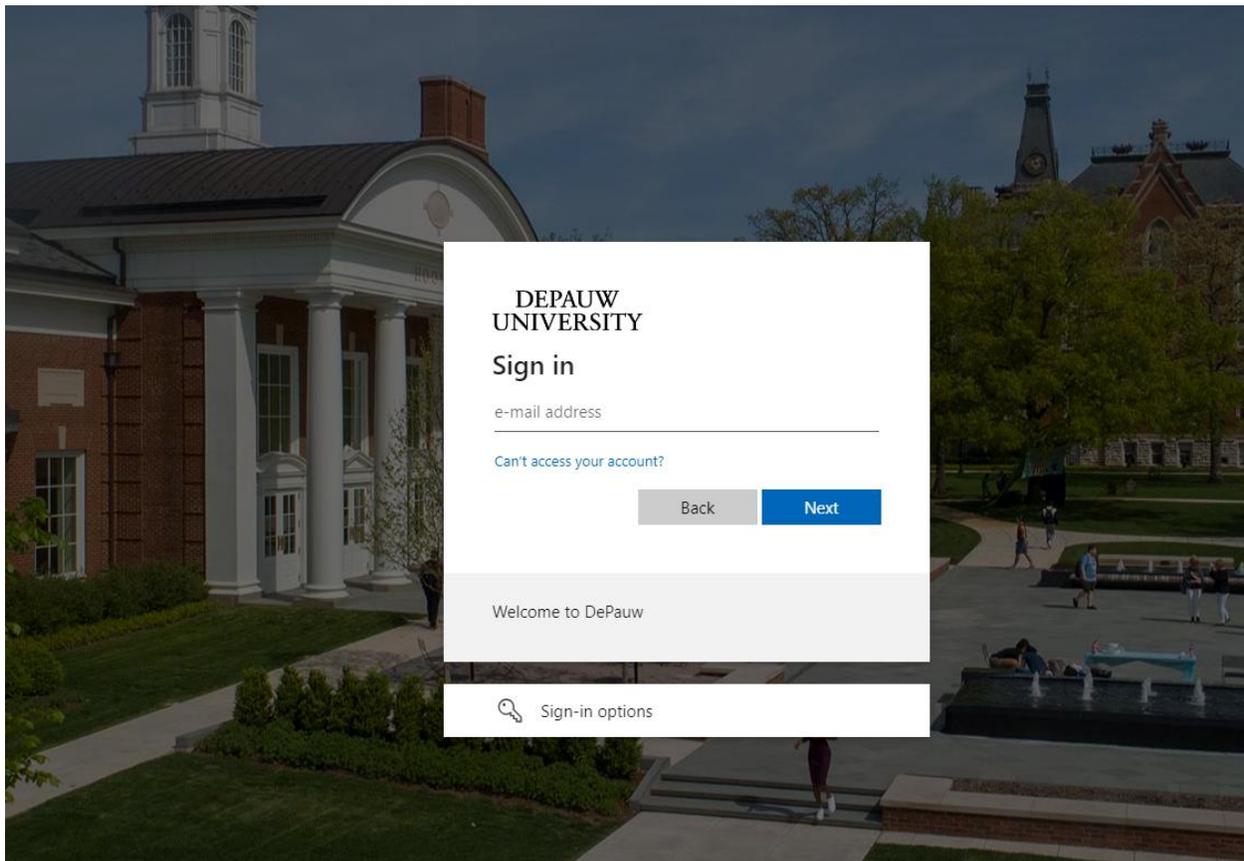


User login and password reset for Microsoft

Before trying to login to e-Services, Workday or other systems you first need to login to Microsoft and reset your password.

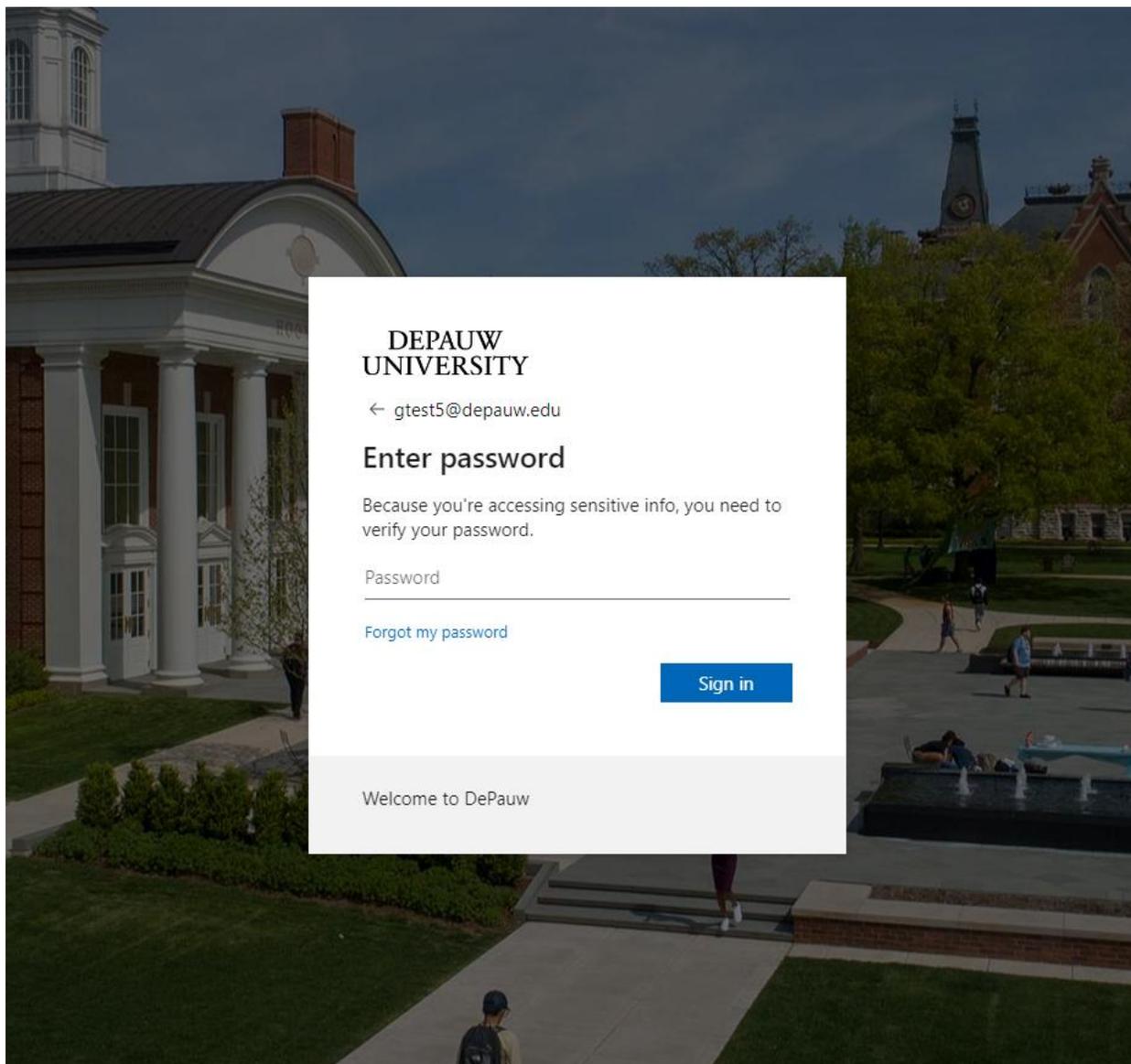
Start by going to myaccount.depauw.edu if this site does not work for you for some reason go to myaccount.microsoft.com

You should be greeted with the following screen. Enter your DePauw University email address.

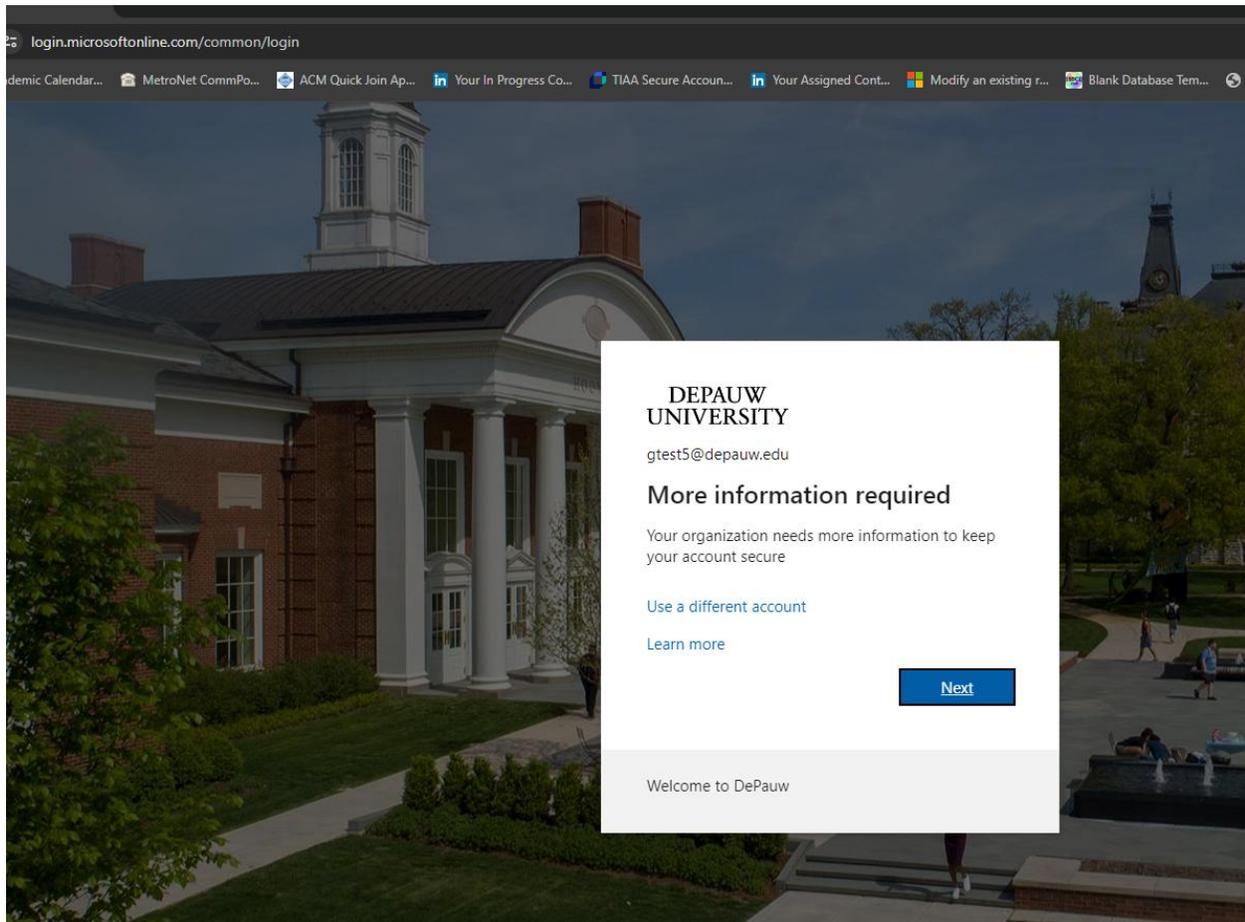


Next enter the password you have been provided.

*Note: If you are a new hire this will be the temporary password sent by and for Workday before you changed it there.



This is the screen you should get next if you do not have Multi Factor Authentication set up yet. Click **Next**.



You will then be asked to provide a phone number for authentication.

Keep your account secure

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

Receive a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[I want to set up a different method](#)

You will receive a code. Please enter it here.

Keep your account secure

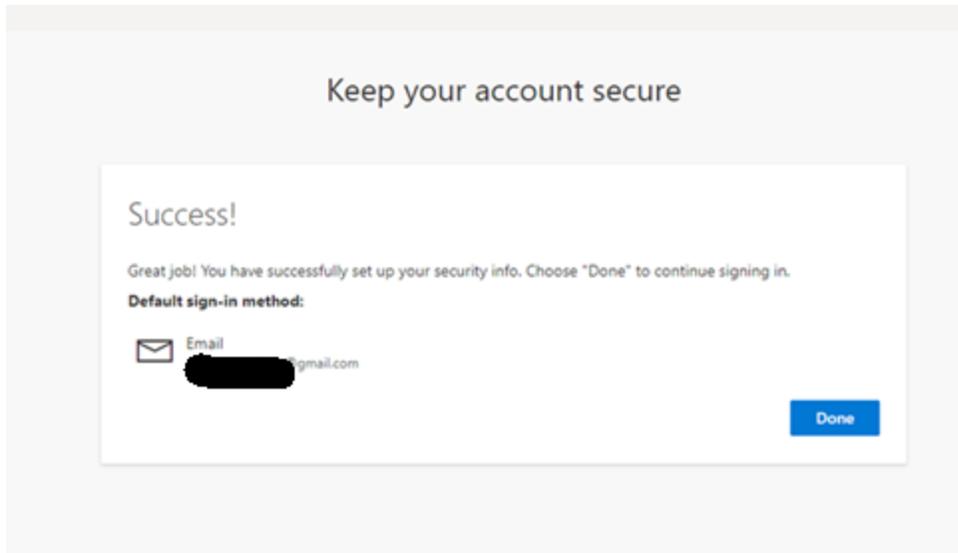
Phone

We just sent a 6 digit code to +1 8122301325. Enter the code below.

[Resend code](#)

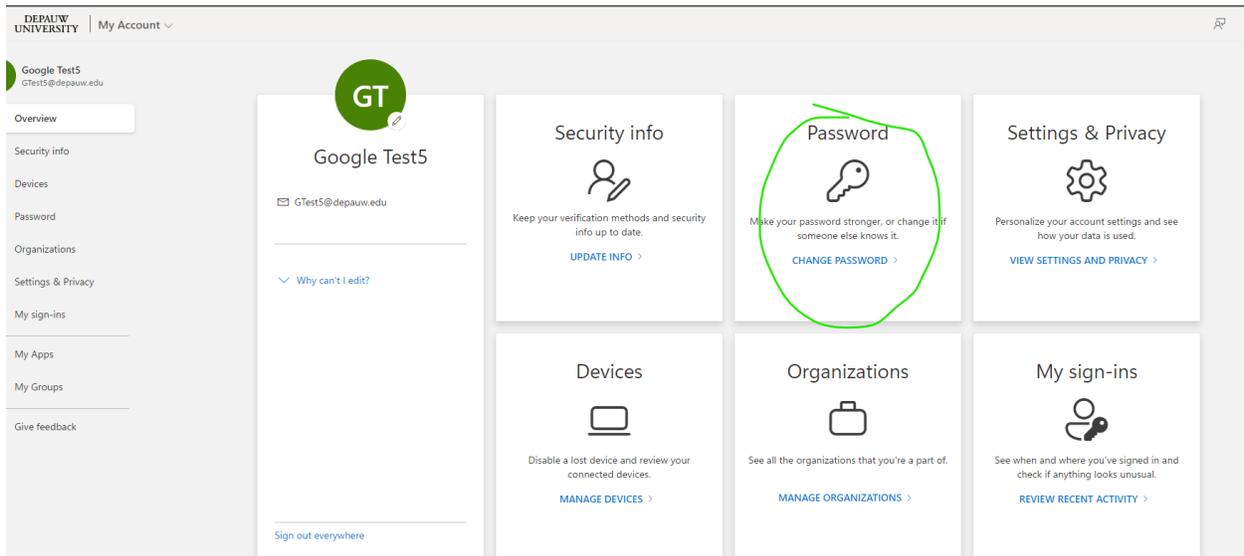
[I want to set up a different method](#)

Once you have Success it will tell you your default sign-in method

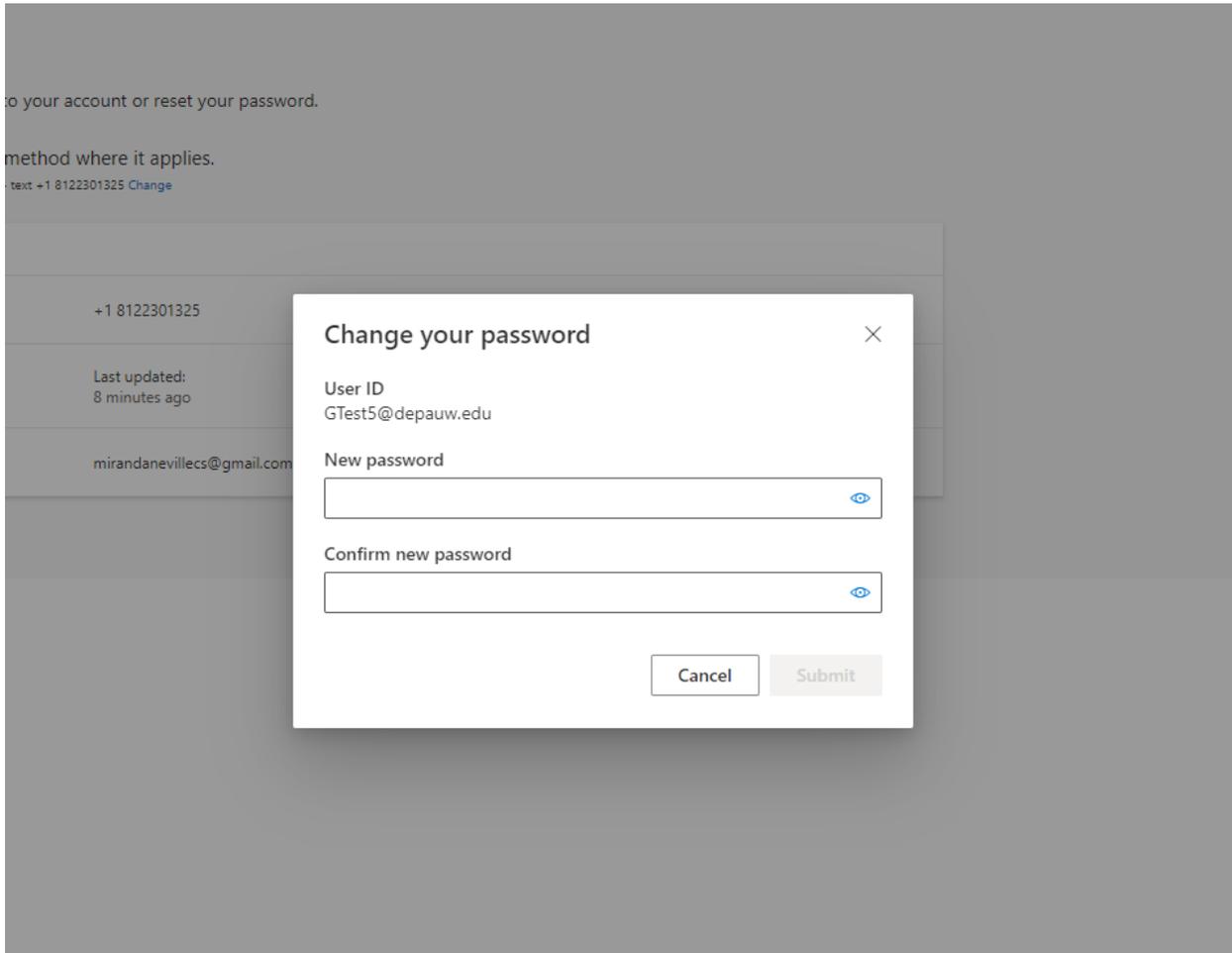


Click **Done**. You will be taken to the following screen.

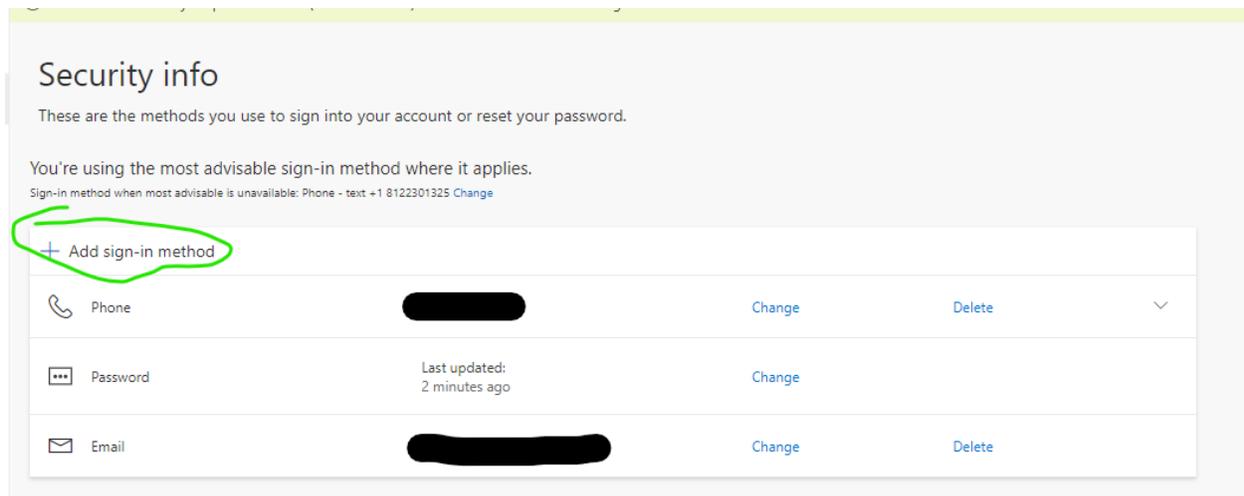
Now you need to change your password! Click **Change Password**.



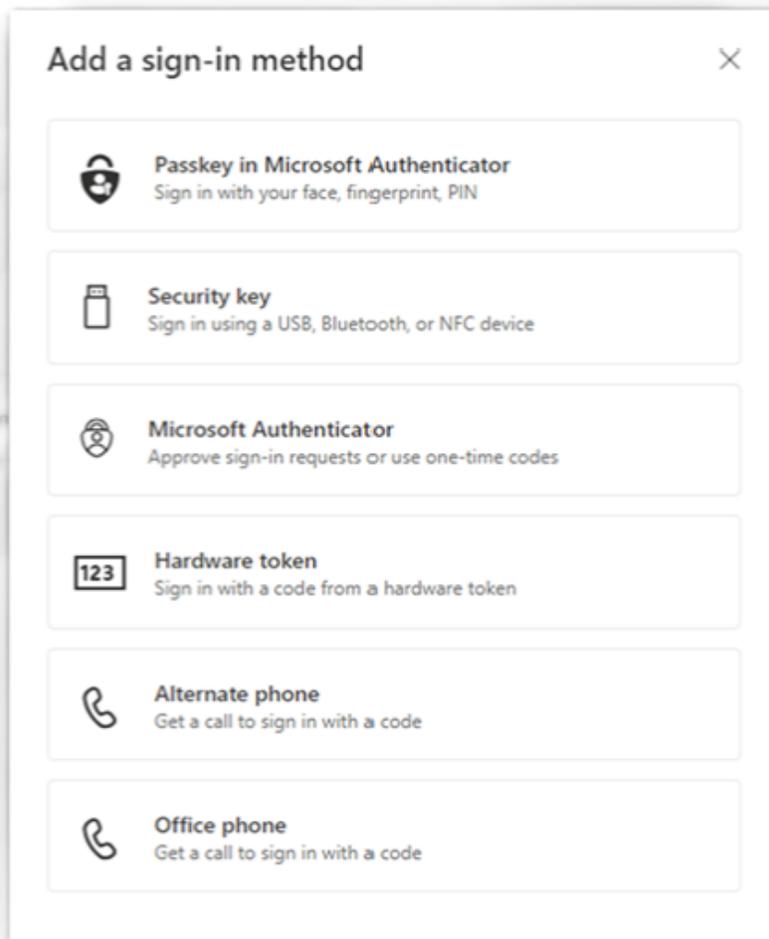
You will get the following. Make sure your new password has Capital and Lowercase letter, a number, and a special character. A passphrase is the preferred.



Once you have changed your password you will be shown this screen. If you wish to add an Authenticator app, Security key, or other method click **Add sign-in method**.



These are the options you will be given.



*Note: Make sure this is a method that you can access every time you login. If you do not have it available you might not be able to login.