



Step-by-Step Guide: Setting up Self-Service Password Reset

Below is our new Self-Service Password Reset Page:



Please contact the Help Desk if you experience any difficulties.

E-Mail HelpDesk



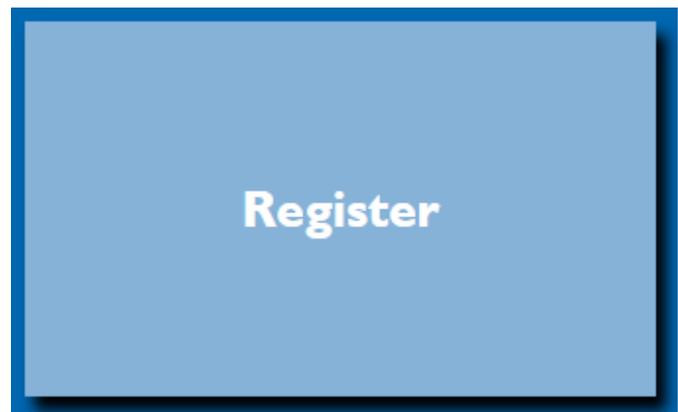
Steps for setting up SSPR:

Step 1:

Go to the following URL –

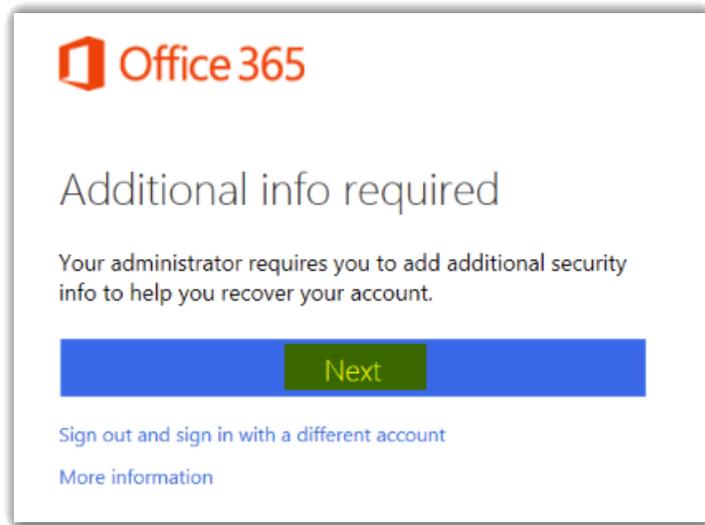
<http://Reset.Davisconstruction.Com>

and click on the 'Register' button

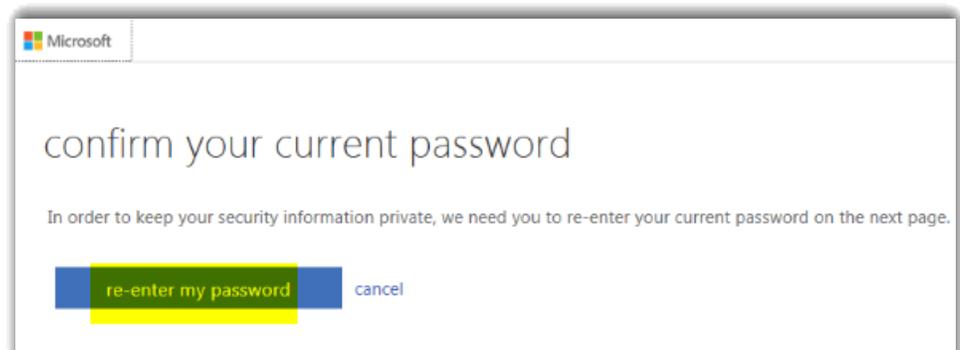


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Step 2:
Click Next on the additional info required page



Step 3:
Enter your DAVIS credentials when prompted to confirm your current password



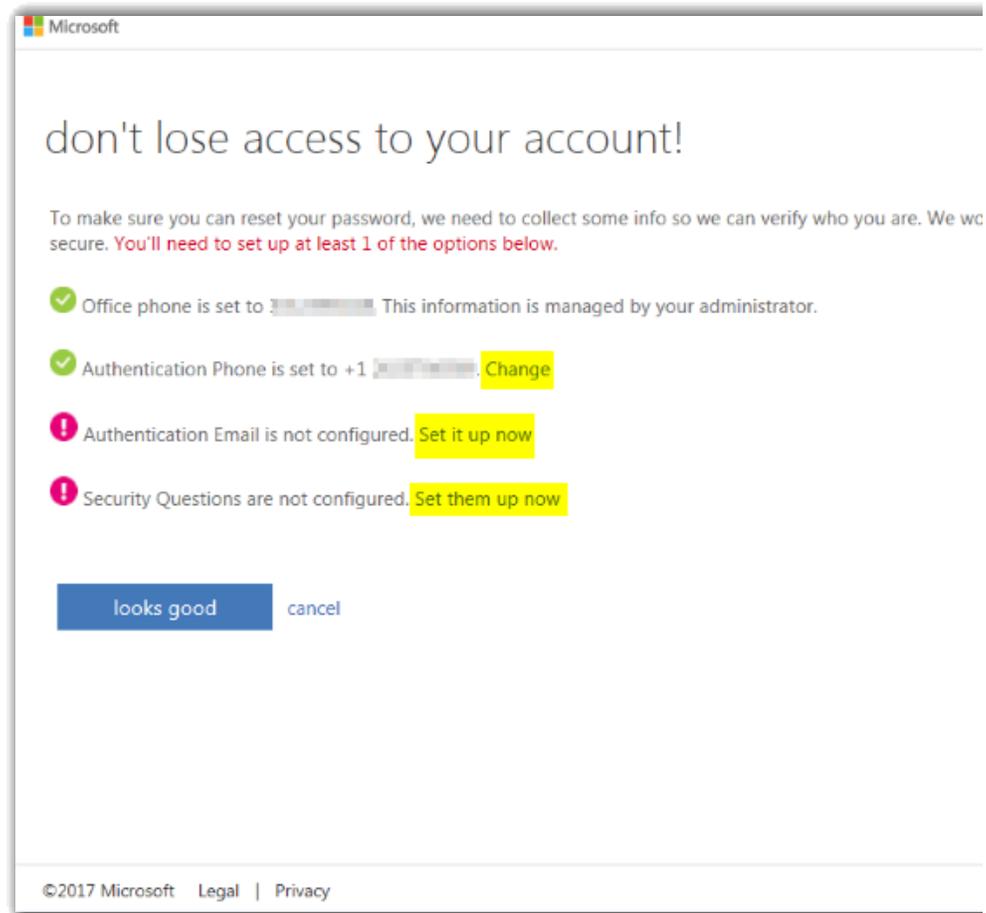


Step 4:

Fill out all available options for resetting your password. All are important in case you are lacking one of the others at any given time.

Make sure you have the devices with you as Microsoft will send a code and/or text to confirm it's your device during the setup process.

Note: You have 15 minutes to complete this page as a security measure.



Microsoft

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We want to keep you secure. **You'll need to set up at least 1 of the options below.**

- ✓ Office phone is set to [redacted]. This information is managed by your administrator.
- ✓ Authentication Phone is set to +1 [redacted]. [Change](#)
- ! Authentication Email is not configured. [Set it up now](#)
- ! Security Questions are not configured. [Set them up now](#)

[looks good](#) [cancel](#)

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Step 5:
Click 'Looks Good' to complete the registration process once the green checks are next to all your processed authentication methods.

