Changing your DSCC password from offsite – if current password is known

1. Go to office.com and choose Sign-In. On the login page enter your DSCC email address and press enter. Choose Work or School account if the option comes up. Enter your DSCC password and press Sign in.
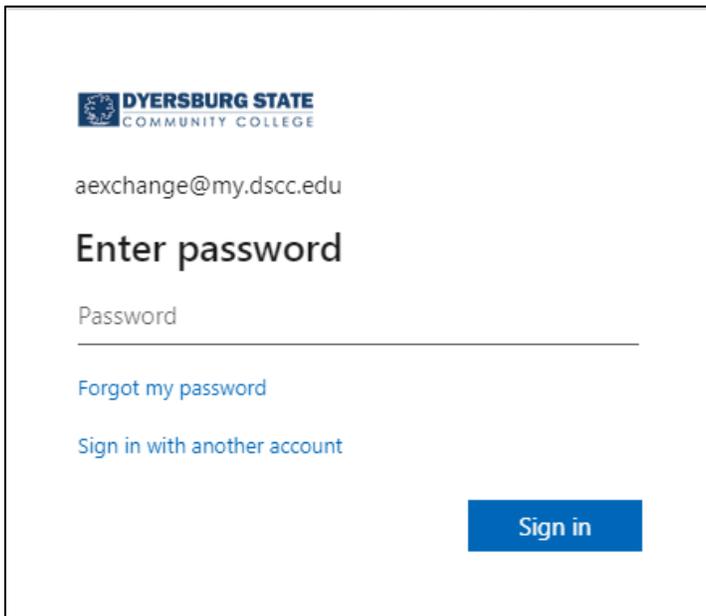
2. On the main office.com page choose the gear icon at the top right of the screen.
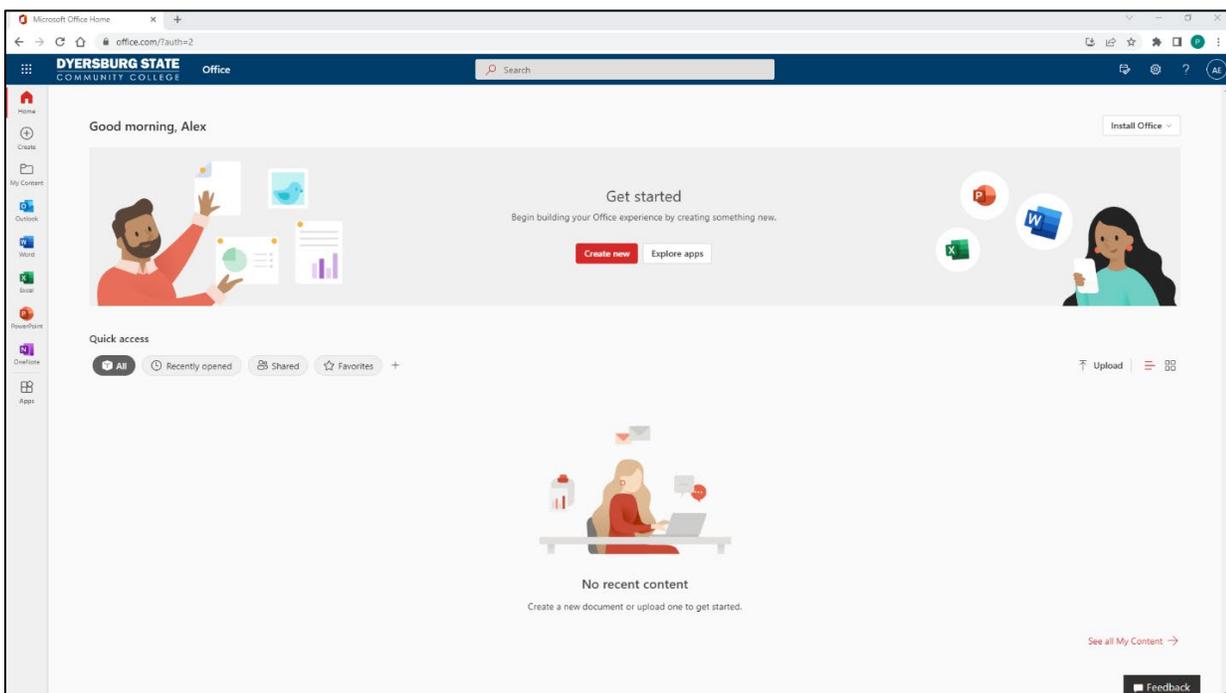
3. Under the settings menu on the right side of the page, choose "Change your password".
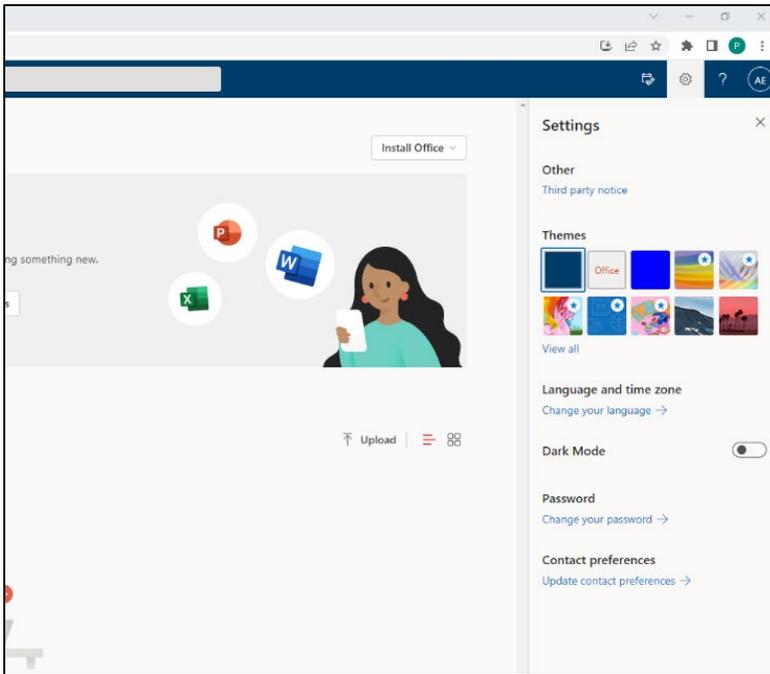
4. Enter your current password in the "Old password" field and then enter a new password in the "Create new password" and "Confirm new password" fields.

    a. Password Construction

        I. Must be a minimum of 10 characters in length

        II. Must be composed of a combination of at least three of the following four types of characters:
            a. Upper case alphabetic character
            b. Lower case alphabetic character
            c. Numeric character
            d. Non-alphanumeric character
                i. Valid special characters include !%*+-/:?_

5. If your password meets all of the requirements a screen will appear with the words "Your password has been reset". The page will also have a link to take you back to Office 365 with your new password.
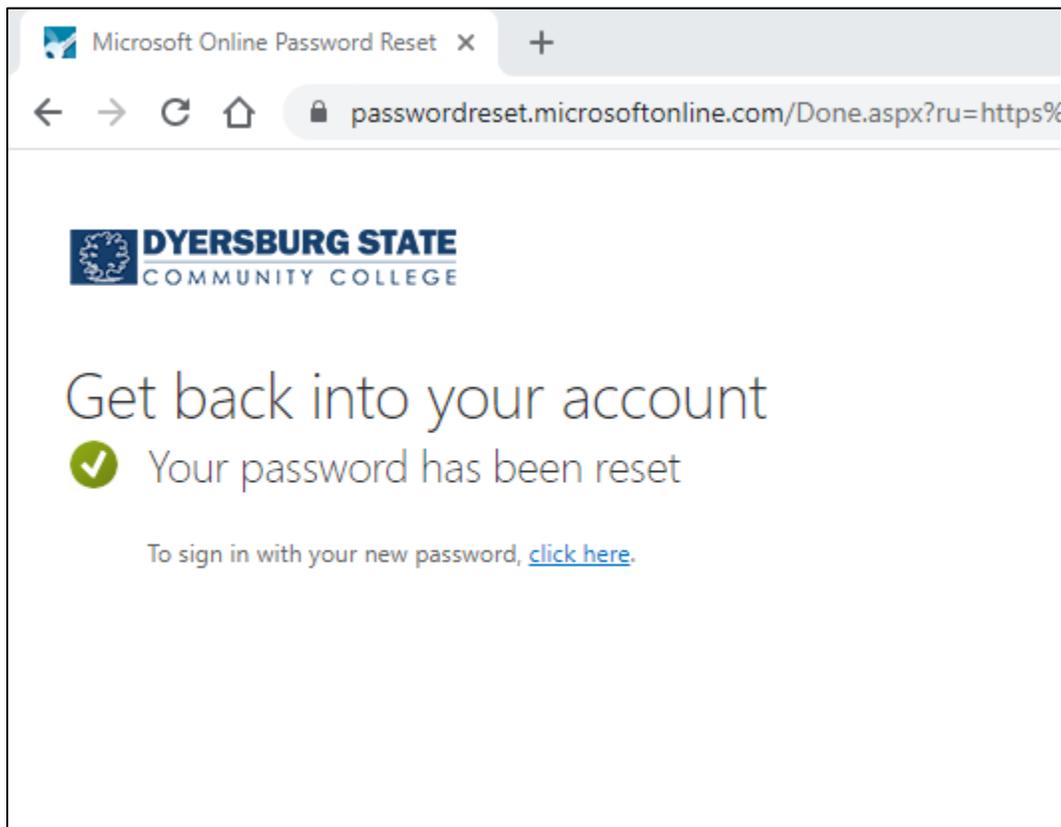
Changing your DSCC password from offsite – if current password is unknown

1. Go to office.com and choose Sign-In. On the login page enter your DSCC email address and press enter. Choose Work or School account if the option comes up. On the password screen, click on "Forgot my password".
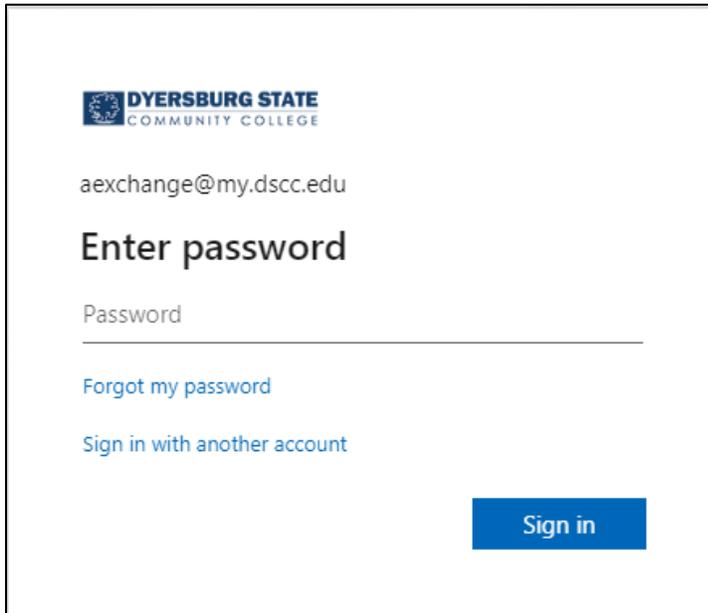
2. Enter your DSCC email address and then enter the characters shown in the captcha display.

3. Select the verification method and follow the on-screen instructions. Press the text, call, or email button.

4. Enter the verification information sent by text, phone call, or email and press "Next".

5. Enter a new password in the "Enter new password" field and enter the same password in the "Confirm new password" field. Press "Finish" to complete the change.

    a. Password Construction
        I. Must be a minimum of 10 characters in length
        II. Must be composed of a combination of at least three of the following four types of characters:
            a. Upper case alphabetic character
            b. Lower case alphabetic character
            c. Numeric character
            d. Non-alphanumeric character
                i. Valid special characters include !%*+-/:?_