SSPR – How New Users Set Up a BJC Network Password
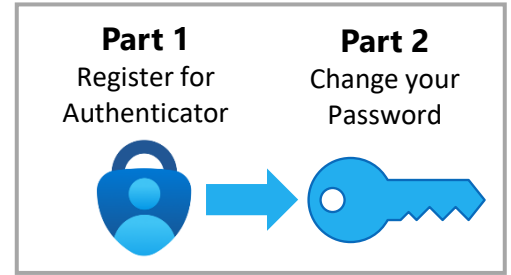
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Creating a New BJC Network Password is a 2 Part Process

New employees are given a temporary password to access the BJC network. When you access your BJC M365 account using this password, you will be automatically prompted to register for Microsoft Authenticator first. After that you will be prompted to change your network password.

Part 1
Register for Authenticator

Part 2
Change your Password

What is Microsoft Authenticator?

Authenticator is BJC's two step authentication method you will need to use when accessing your network ID and Microsoft 365 account off network.
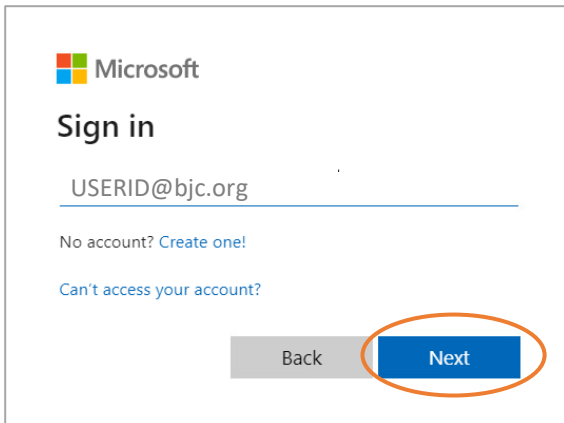
Steps to Change your Temporary Password

Follow these steps to sign in to your M365 account, register for Authenticator and then change your password.
The process will end by displaying your M365 account online which you can close when finished. Use this new password to access the network and M365 online.

1   Visit https://portal.office.com.

2   Enter your user ID this way: **USERID@bjc.org.**

Microsoft

Sign in
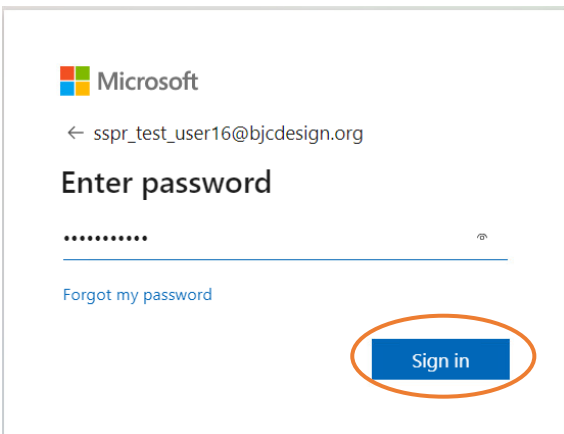
USERID@bjc.org

No account? Create one!

Can't access your account?

Back   Next

3   Enter your **temporary password** and click **Sign in.**
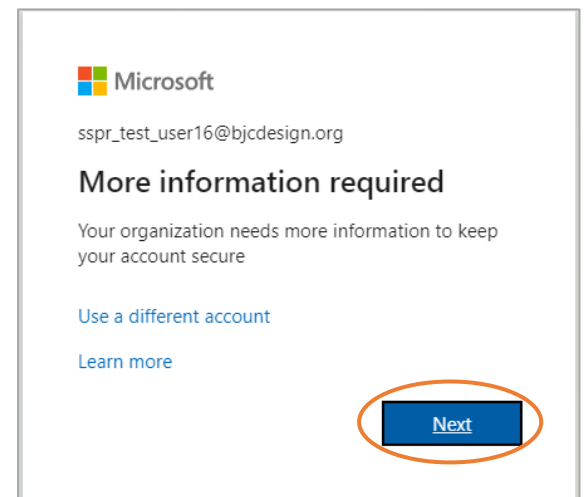
Microsoft

← sspr_test_user16@bjcdesign.org

Enter password

••••••••••••

Forgot my password

Sign in

4   You will be prompted next to register for Microsoft Authenticator. Click **Next**.

Microsoft

sspr_test_user16@bjcdesign.org
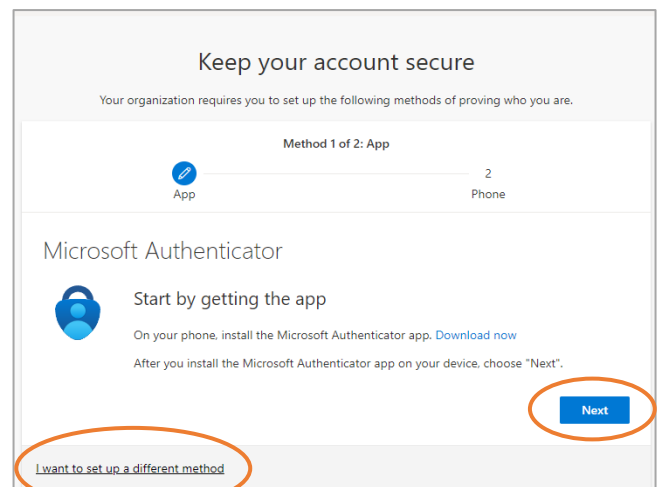
More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

Next

5   Download the Microsoft Authenticator App on your smartphone and click **Next**.
If you do not want to install the app on your phone, click on **"I want to set up a different method."**

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App   Phone

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

After you install the Microsoft Authenticator app on your device, choose "Next".

Next

I want to set up a different method

Move to the **Step 6** on the next page.

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6 Enter a phone number as your second registration method. This can be your mobile number or an office phone number. Then choose to receive a **Text** or a **Call** to verify your identity. Click **Next**.

Keep your account secure
Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App ✓   Phone ✎

Phone

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

What phone number would you like to use?

United States (+1)   Enter phone number

◉ Text me 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.

Next

I want to set up a different method

7 If you chose Text, enter the **text code** received on your phone.

Keep your account secure
Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App ✓   Phone ✎

Phone

We just sent a 6 digit code to +1 5732750880. Enter the code below.

Enter code

Resend code

Back   Next

I want to set up a different method

8 After it states your phone was registered successfully, click **Next**.

Keep your account secure
Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App ✓   Phone ✎

Phone

✓ SMS verified. Your phone was registered successfully.

Next

9 Success! Click **Done**.

Keep your account secure
Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Done

App ✓   Phone ✓

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

☎ Phone
+1 5732750880

👤 Microsoft Authenticator

Done

10 After your successful registration, you will be prompted with the **Update Password** screen. Enter your temporary password and then a new password and click **Sign in.**

■■ Microsoft

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Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

11 If you want to stay signed into your M365 account, click **Yes**.

■■ Microsoft

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Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No   Yes

12 **You're Done!** The screen will display your BJC Microsoft 365 online account Home screen. You can close the M365 screen because you have finished the process.