

# CREATE OR RESET PASSWORD

To create or reset your account you need your username. This should have been sent to you by email when you started at Scandic. If not, it can be provided by your manager.

1

Go to: [passwordreset.microsoftonline.com](https://passwordreset.microsoftonline.com)

2

Sign in with username (MyApps username). Verify that you are not a "robot" by retyping the text. Click "Next".

3

Select "Email my alternate email".  
Click "Email".

4

A verification code will be sent to your **personal** email address. Enter the code and click "Next"

5

Create a new passphrase.

How to create a safe passphrase:

1. Choose a memorable phrase or sentence; easy to remember, but also unique and not too obvious.
2. Use a combination of uppercase and lowercase letters, numbers, and special characters to create your passphrase.
3. The passphrase must be at least 14 characters long.
4. Do not use information like: your birth date, pet's name, or any other personal information easily found online.
5. Do not use the same passphrase in more than one account.

Example 1: 25 purple elephants are flying.

Passphrase: **25PurpleElephantsFlying!**

Example 2: have played basket since 1993.

PassPhrase: **IH@vePl@yedB@sketSince1993**

6

Click on "Click here" to come back to the login page

7

Go to [myapps.microsoft.com](https://myapps.microsoft.com) and login with **username and password**

## CONGRATULATIONS!

You can now access Scandic's internal systems

## Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:  
Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

Next Cancel

## Scandic

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email You will receive an email containing a verification code at your alternate email address (user@contoso.onmicrosoft.com).

Email

## Scandic

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email We've sent an email message containing a verification code to your inbox.

Enter your verification code

Next

## Scandic

Get back into your account

verification step 1 ✓ > choose a new password

Enter new password:

Password strength

Confirm new password:

Finish Cancel

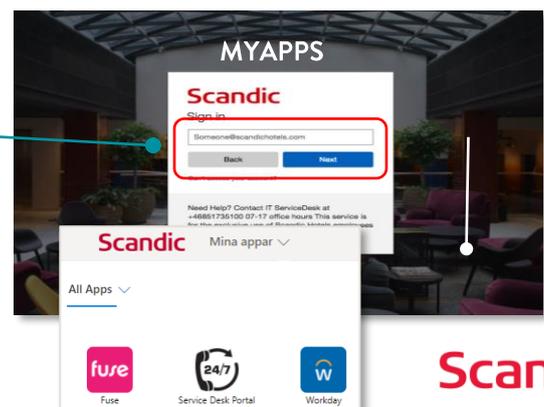
A strong password is required. Strong passwords are 8 to 16 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.

## Scandic

Get back into your account

✓ Your password has been reset

To sign in with your new password, [click here](#)



## Scandic