

Password reset



Pupils at AJK are kind, work hard and take responsibility for their actions.

To help support all pupils login to their work remotely we have reset the passwords for different year groups to allow all pupils to log in. When this happened some pupils did not change their password.

We want all pupils to reset their password to a unique password:

We suggest that it has a capital letter and a number in it and that your password is between 5-8 letters/numbers.

For example you could have your house number and the name of your sister or sibling – 118Havin.

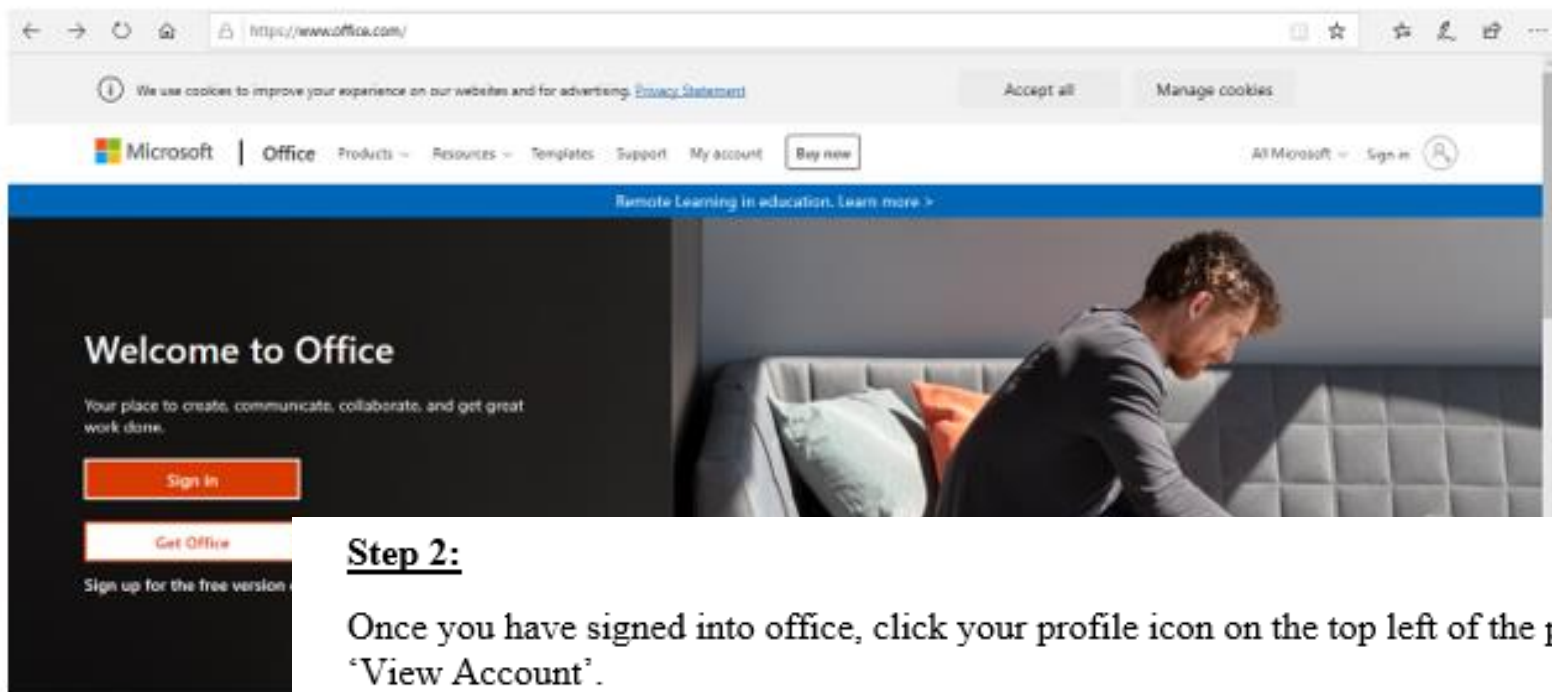
Make sure you record this password in your planner on page 7 and do not tell anyone your password. It is your responsibility to look after this just as you would the keys to your house.



How to Reset your Password from Home

Step 1:

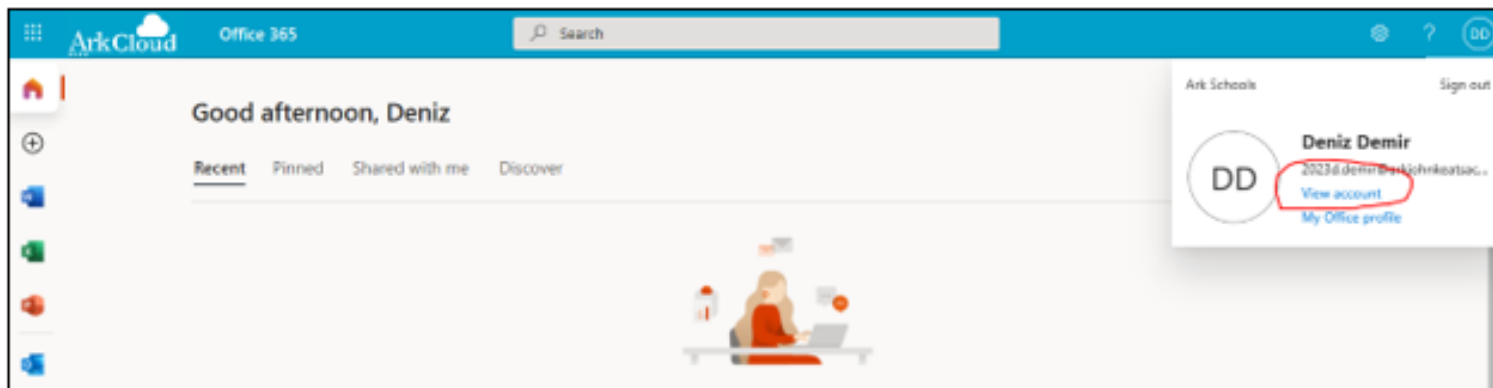
Go to www.office.com and sign in your school account with your current password.



The screenshot shows the Microsoft Office website homepage. The browser address bar displays "https://www.office.com/". A cookie consent banner is visible at the top. The navigation bar includes the Microsoft logo, "Office", and links for "Products", "Resources", "Templates", "Support", and "My account". A "Sign in" button is located in the top right corner. The main content area features a large image of a man working on a laptop, with the text "Welcome to Office" and "Your place to create, communicate, collaborate, and get great work done." Below this, there are buttons for "Sign in" and "Get Office".

Step 2:

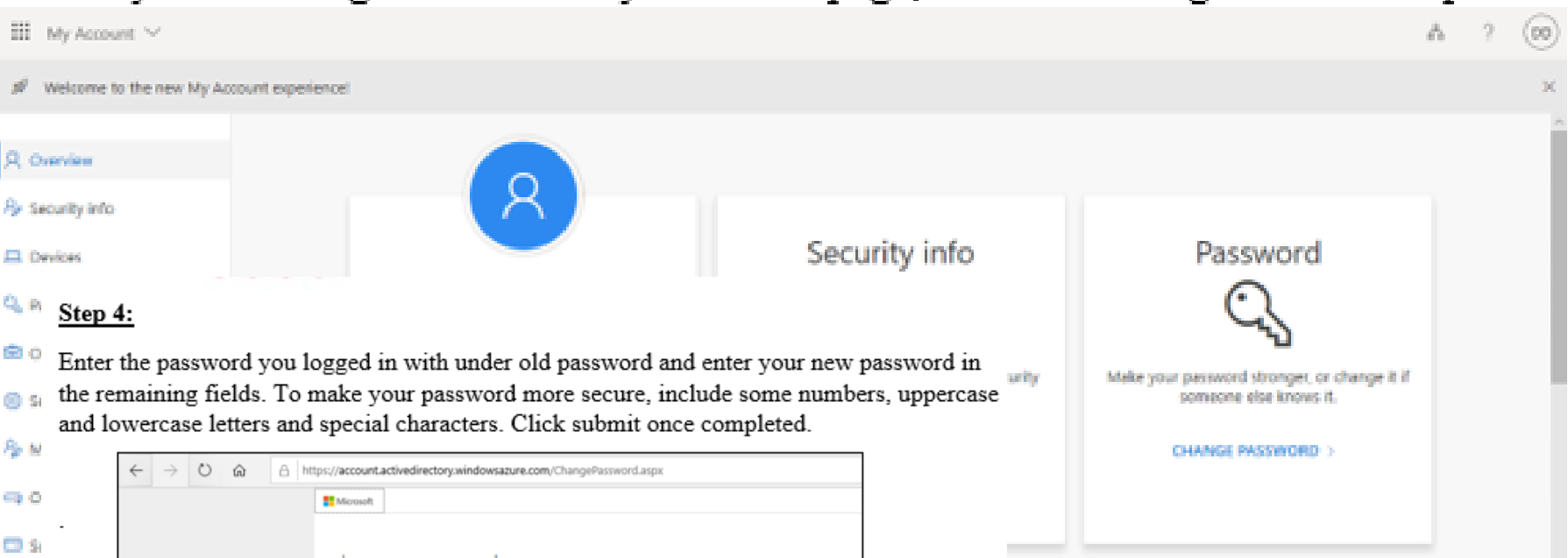
Once you have signed into office, click your profile icon on the top left of the page and go to 'View Account'.



The screenshot shows the Microsoft Office 365 user interface. The top navigation bar includes the "ArkCloud" logo, "Office 365", and a search bar. The main content area displays "Good afternoon, Deniz" and a navigation menu with "Recent", "Pinned", "Shared with me", and "Discover". On the right side, there is a user profile card for "Deniz Demir" with the email address "20236.demir@arkjohnacademy.com". The "View account" link is circled in red.

Step 3:

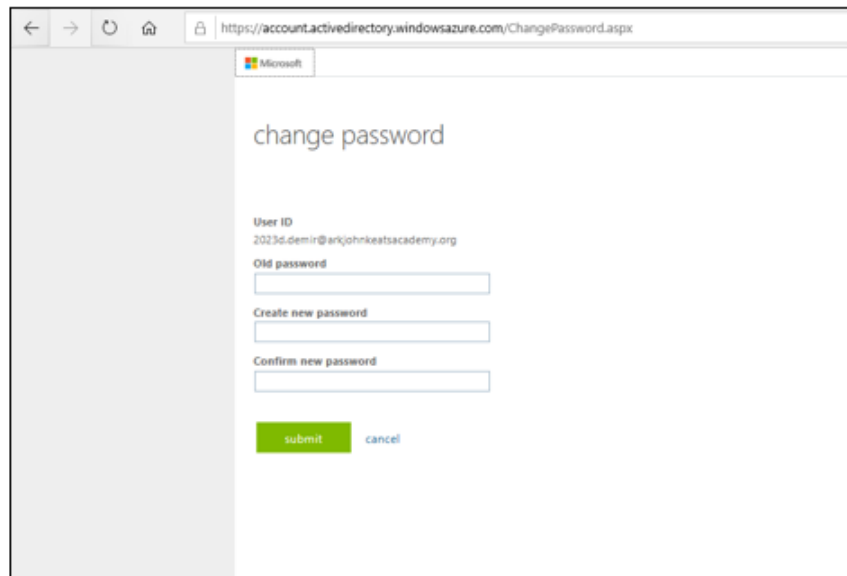
When you are navigated to the 'My Account' page, click the Change Password option.



The screenshot shows the 'My Account' page with a navigation menu on the left containing 'Overview', 'Security info', and 'Devices'. The main content area has a header with a user profile icon and a 'Security info' title. Below this, there are three cards: 'Security info', 'Password', and 'Devices'. The 'Password' card is highlighted with a blue border and contains a key icon, the text 'Make your password stronger, or change it if someone else knows it.', and a blue 'CHANGE PASSWORD >' button.

Step 4:

Enter the password you logged in with under old password and enter your new password in the remaining fields. To make your password more secure, include some numbers, uppercase and lowercase letters and special characters. Click submit once completed.



The screenshot shows a web browser window with the URL 'https://account.activedirectory.windowsazure.com/ChangePassword.aspx'. The page title is 'change password'. It contains the following fields and buttons:

- User ID: 2023d.demir@arkjohnkeatsacademy.org
- Old password:
- Create new password:
- Confirm new password:
- submit (green button)
- cancel (text link)

Step 5:

After you have submitted the password reset, sign out of your account and sign back in with your new password so the change can sync.

