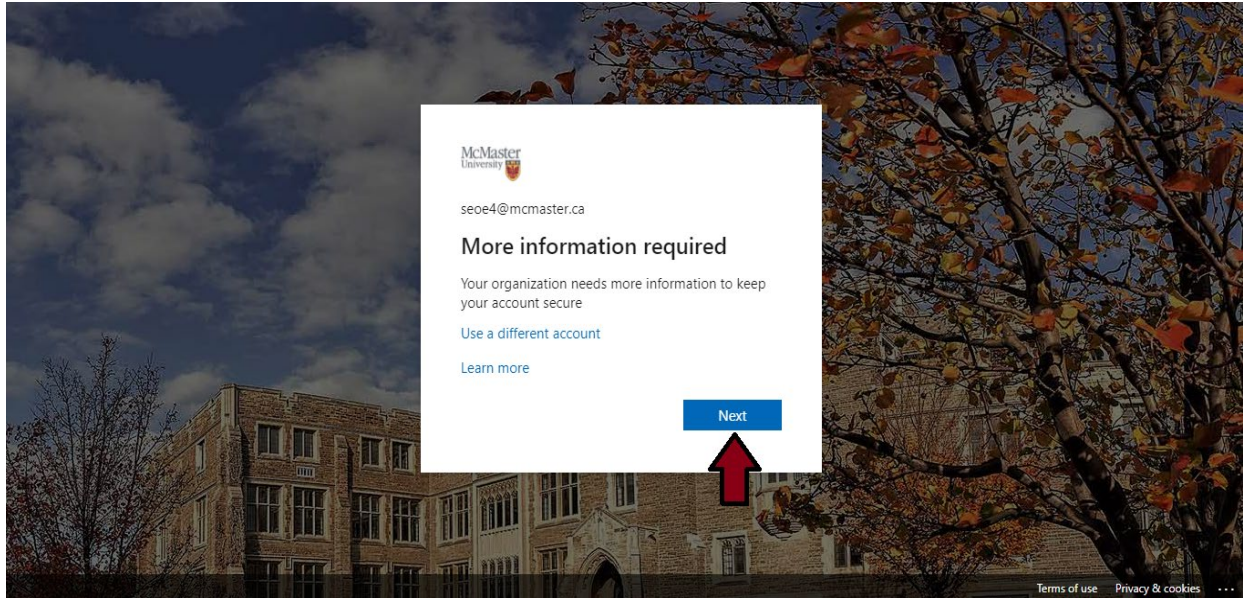


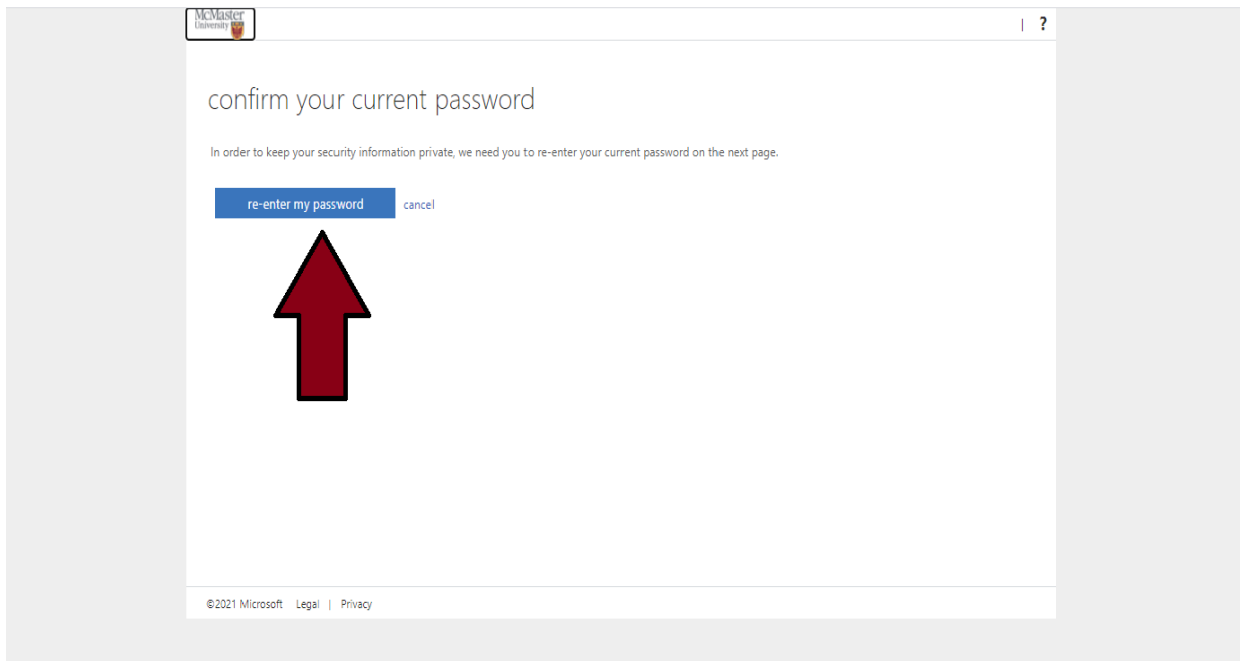
SSPR Sign-up Process

Action:

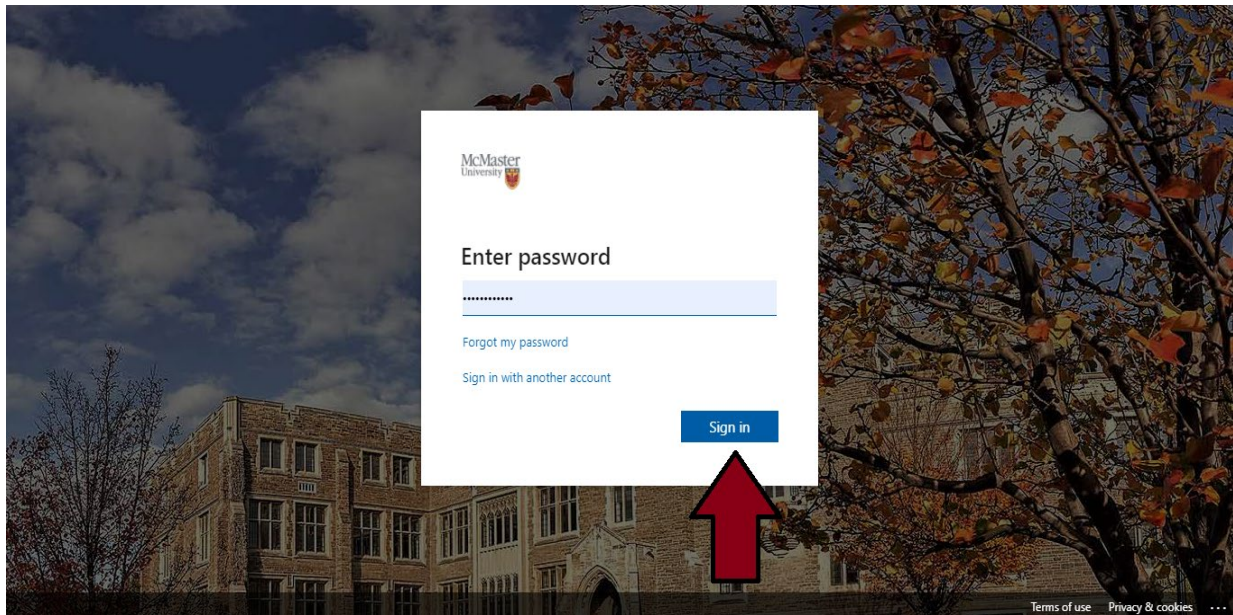
1. When logging into any Microsoft application or browser page with a McMaster email, you will be prompted to provide more information regarding your account. Click **Next**.



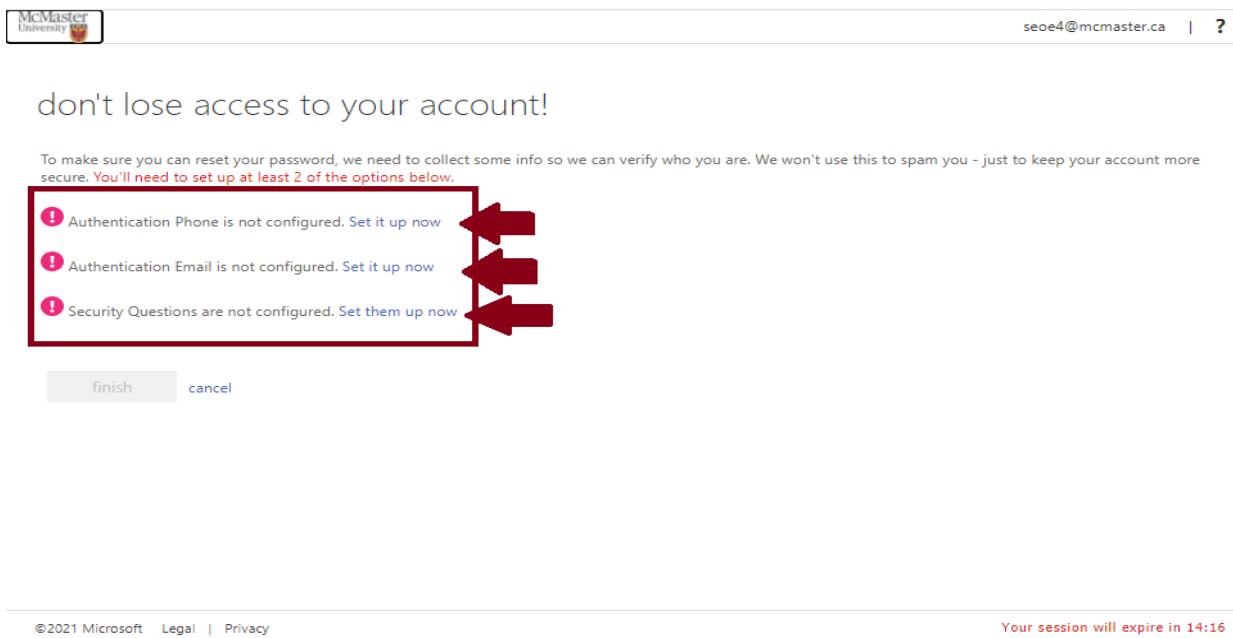
2. You will be asked to confirm your current password. Select **re-enter my password**.



3. Enter your current McMaster password. Once complete, click **Sign in**.



4. Once signed in, you will be redirected to the page **don't lose access to your account!** To ensure you can reset your password, you will need to set up multi-factor authentication requirements. NOTE: The instructions show how to set up all 3 but you only need to set up 2 out of 3.



- a. Provide a phone number and select either **text me** or **call me** to determine how to be contacted.

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Select your country or region

Enter your authentication phone number

text me

call me

back

-
- b. Provide an email address that is not associated with McMaster University (preferably a personal address) to confirm authentication and click **email me**.

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

Enter your authentication email address

email me

back

-
- c. When selecting security questions, you must choose 5 questions and create answers a minimum of 3 characters long. Once completed, click **save answers**.

don't lose access to your account!

Please select questions to answer below. Your admin requires you to set up 5 questions, and answers must be at least 3 characters long.

Security question 1

In what city does your nearest sibling live?



Security question 2

What was the name of your first pet?



Security question 3

What was the name of the hospital in which you were born?



Security question 4

What was the make and model of your first car or motorcycle?



Security question 5

What was the last name of your favorite grade school teacher?

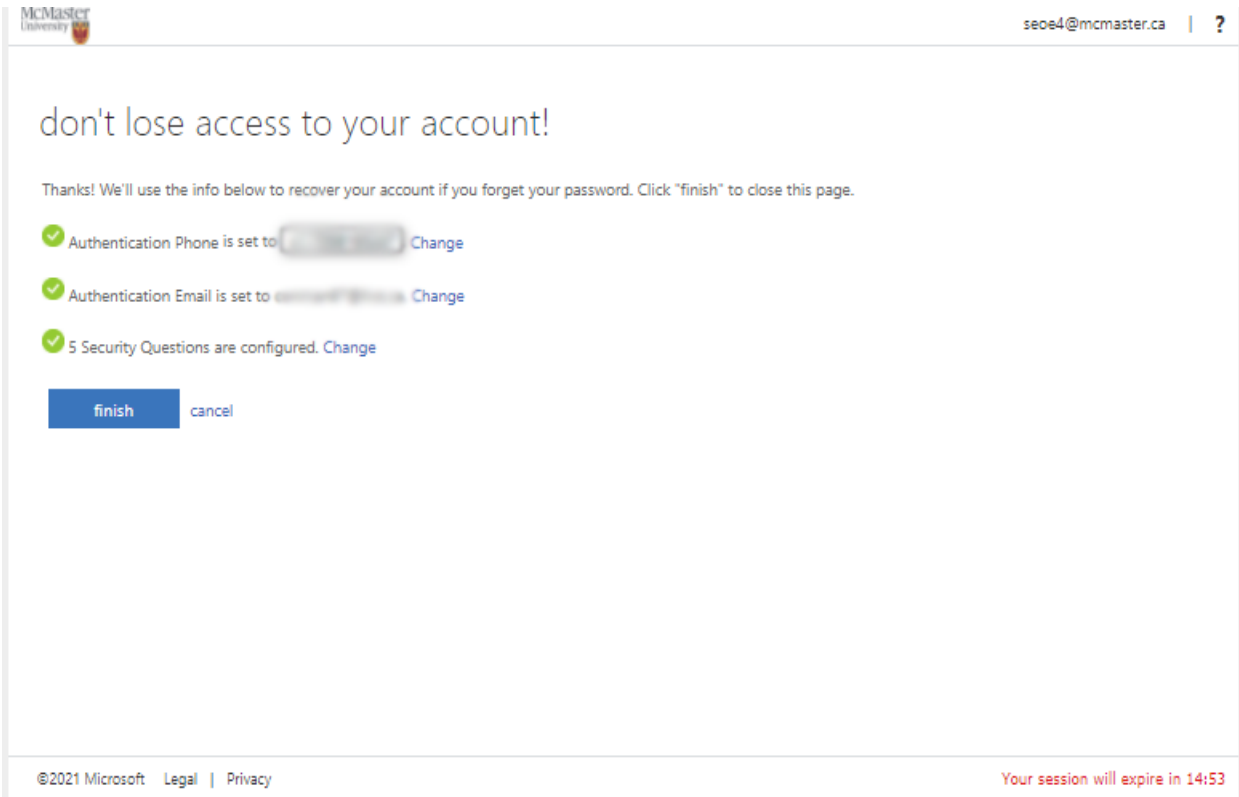


save answers



back

5. Once verification requirements are met, click **finish**.



6. Your account will be redirected to the following page and SSPR will have been activated. Next time you forget or need to reset your password, you will be able to do so anytime, anywhere!

