Cleary Password Reset and Recovery Setup Office 365
The following procedure is for setting up account/password recovery for Students and Faculty.

1) Open a browser and navigate to https://portal.office.com

   a)

2) Type in your my.cleary.edu username and password

   a) The user account should be in the following format "username@my.cleary.edu".
   b)

3) You will then see a Cleary branded page after you hit Next. Enter your password, then select Sign-In.
b) If you have any trouble with your password, please send an email to Support@cleary.edu.

4) After you are successfully logged in, you should see the following screen, select **Next**.

a) You should now be at a screen that asks for an authentication phone number (Cell phone preferably) and an authentication email address. These are used for the recovery of your account should you lose your password.
6) Select each recovery method by clicking **Set it up now.**
   a) Phone Verification
   b)
e) Note: We recommend you use a non-Cleary email address when setting up your Verification email.
f) don't lose access to your account!

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

Authentication Email

Email me

Back

Your session will expire in 15:42
7) Once you have completed both, you will see the green checkboxes next to each option, select **Finish**.

8) You will now be taken to the Microsoft Office 365 Portal.
9) Navigate to the upper right hand corner where you will find your name. Click on the name and a dropdown will appear, now select “My Account”.

10) Once you have selected my account a new window will appear.
Now select Security and Privacy

You will now want to change your password, use your default password that you were emailed as your 1st password and your new password can be whatever you would like (Note: we strongly encourage you reset your password to a strong password containing at least 8 characters and include both numbers and symbols)
e) **Office 365**

change password

f) Once this is completed select “Submit” and you will be taken back to the welcome screen.

g) **Office 365**

11) You can sign out by click the avatar at the top right and selecting **Sign Out**.

12) It will take about an hour for your passwords to synchronize between the Cleary systems.

13) If you continue to have problems please contact Cleary Support at [Support@cleary.edu](mailto:Support@cleary.edu).