

**Student Reset Password
Locked Account
Office 365**

If you tried to log in **three times** or more to **office.com**, or **Mysiena**, which **shown a locked password message**, or **password error**, proceed to call the **Information Technology Student Staff desk** at 517-264-7655, Monday – Friday; 8:00 a.m. 5:00 p.m., to **reset your password**.

If not, proceed to the directions listed below:

Reset your password by logging into the <https://office.com>.

Select the **Reset password** link on the **sign-in screen**.

Answer your security questions.

Enter a new password.

Sign in as usual with the new password.