Changing your password after the Microsoft outage

After the IT/S Department completes the scheduled Microsoft outage, you will need to follow the instructions below to change your password.

1. Open your Internet Browser and go to https://portal.office.com. It is important that you go to this link and not a saved bookmark as the web address may be different -- do not use the website containing the email.burncenters.com address.

2. At the sign-in screen, type in your complete email address. Select **Next**.
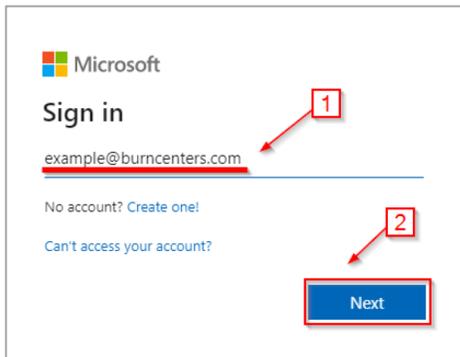
3. A prompt will display asking for your password. Type in your **temporary password** here and select **Sign in**.
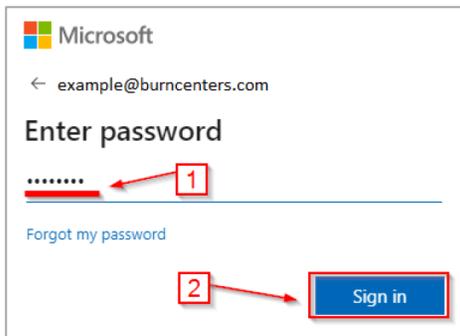
Important!	Your temporary password is the first letter of your first name (uppercase), the first three letters of your last name (lowercase)*, and the last four digits of your social security number. See "Example A" below.
	If your last name is hyphenated, your temporary password is the first letter of your first name (uppercase), the first three letters of your first last name (lowercase), and the last four digits of your social security number. See "Example B" below.
Example A	The last four of Charles Smith's social number is 5478. The temporary password Charles uses to log in is Csmi5478
Example B	The last four of Charles Edward-Smith's social number is 5478. The temporary password Charles uses to log in is Cedw5478

4. You will now need to update your password. Type in the temporary password on the first line and a new password on the next two lines. Select **Sign In**.

Important! Your new password must be at least 8 characters containing a combination of uppercase and lowercase letters, numbers, and symbols. Your password cannot contain your User ID.

5. On the next screen, you will be asked if you want to stay signed in. Select "Yes" if you are on a private computer or "No" if you are on a public computer.