How to register your authentication methods

1. Open [password reset registration page](#) in a web browser

2. Enter your email address and password (right now your computer login password is the same as email password)

3. the following options are available for you to set up
   a. **Office phone**: Only IT can set this option.
   b. **Authentication Phone**: Set this option to another phone number that you have access to. An example is a cell phone that can receive a text or a call.
   c. **Authentication Email**: Set this option to an alternate email address that you can access without using the password you want to reset.
   d. **Security Questions**: Your administrator has approved this list of questions for you to answer. You can't use the same question or answer more than once.

   we suggest that you register multiple methods. This gives you flexibility when one of the methods isn't available. An example is when you're traveling and you're unable to access your office phone.