

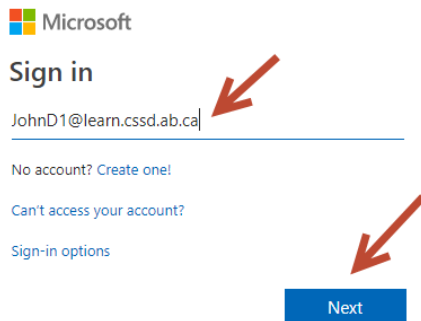
## Student Guide to Self-Service Password Reset (SSPR) Registration

The following steps will allow you to register for SSPR and manage your own CSSD network password.

**\*Note that the District is not responsible for an incurred cellular usage charges as a result of using SSPR.\***

1. Go to [aka.ms/ssprsetup](https://aka.ms/ssprsetup)
2. Login by entering your District email address (*username@learn.cssd.ab.ca*).

---



Microsoft

### Sign in

JohnD1@learn.cssd.ab.ca

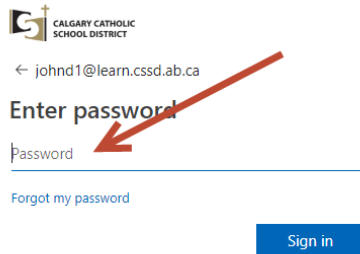
No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

3. Enter your current password.



CALGARY CATHOLIC SCHOOL DISTRICT

← johnD1@learn.cssd.ab.ca

### Enter password

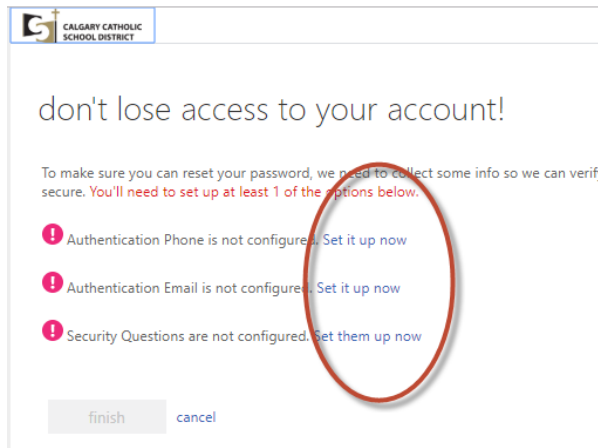
Password

[Forgot my password](#)

Sign in

4. Select your preferred method of verification from the list by clicking on “*Set it up now*” beside your chosen option.

---



CALGARY CATHOLIC SCHOOL DISTRICT

### don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify secure. **You'll need to set up at least 1 of the options below.**

- Authentication Phone is not configured. [Set it up now](#)
- Authentication Email is not configured. [Set it up now](#)
- Security Questions are not configured. [Set them up now](#)

finish cancel

## Setting up *Authentication Phone* option:

- Set country to Canada
- Enter your 10 digit cell phone number
- Click “text me”



don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Canada (+1)

- When you receive the code on your phone, enter it into the box and click “verify”.



don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

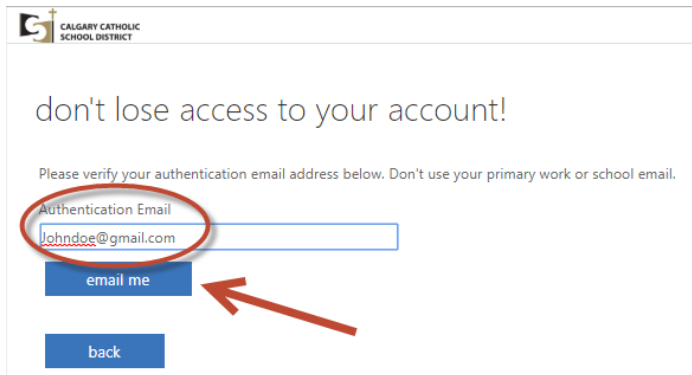
Canada (+1)

We've sent a text message containing a verification code to your phone.

[try again](#)

## Setting up *Authentication Email* option:

- Enter a backup email address (**not your District Learn email address**) and click “*email me*”.



CALGARY CATHOLIC SCHOOL DISTRICT

### don't lose access to your account!

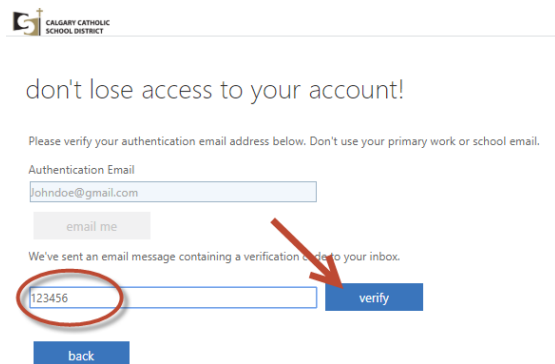
Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

email me

back

- Enter the code you receive in your email and click “*verify*”.



CALGARY CATHOLIC SCHOOL DISTRICT

### 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

email me

We've sent an email message containing a verification code to your inbox.

verify

back

## Setup *Security Questions* option:

- Select 3 questions from the drop downs and provide your answers.

don't lose access to your account!

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

### Security question 1

What colour was your first bike? ▼

purple



### Security question 2

What's the name of your first pet? ▼

lucky



### Security question 3

In what city was your mother born? ▼

calgary



save answers

**That's it, you're done!** Once you have completed SSPR registration you may manage your own password by visiting [aka.ms/sspr](https://aka.ms/sspr)