Setting-Up Additional Security Info for your GJU Account

Why?

Phishing is a malicious attack where an email looks like it was sent from a familiar source, but it attempts to collect your personal information.

No one wants to become compromised by hackers or malware!

Use this guide to help you protect your GJU account and recover it in case of forgotten or leaked password.

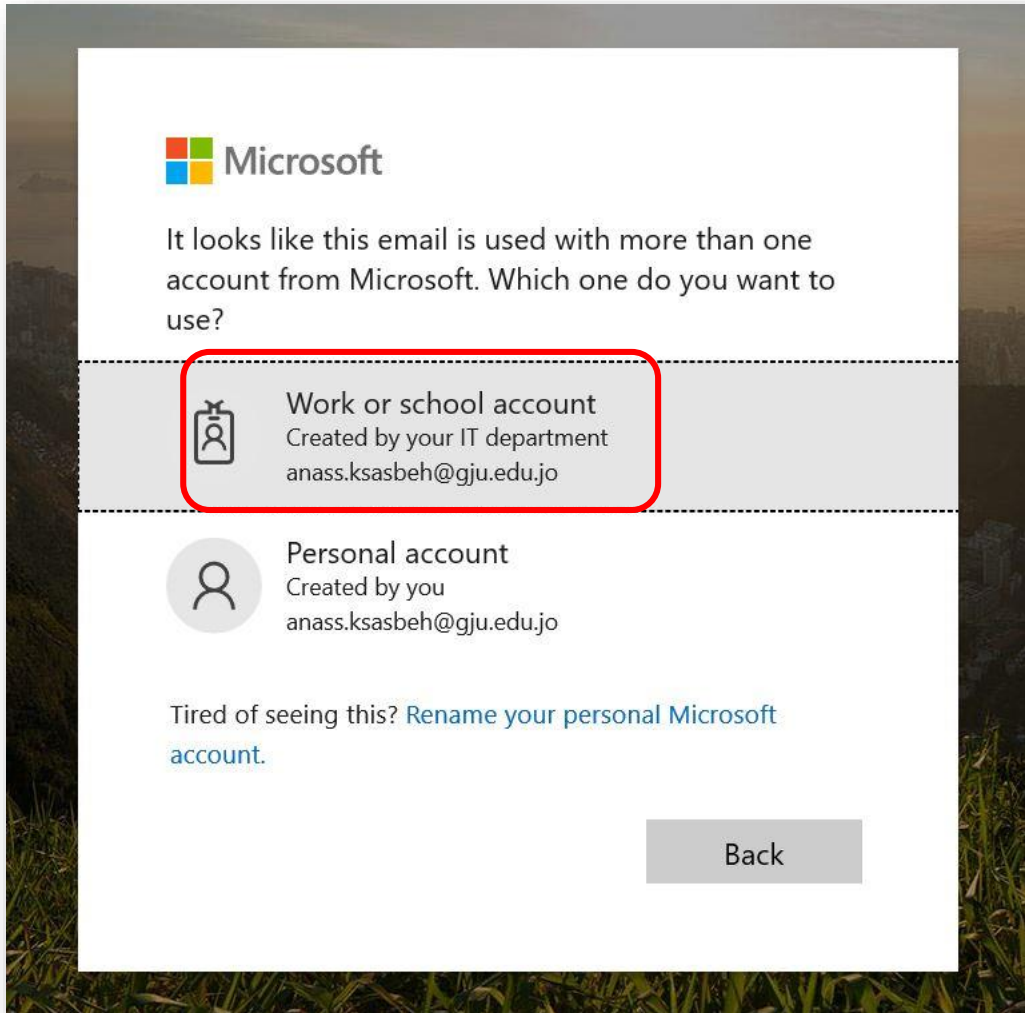GJU offers Self-Service Password Reset (SSPR)

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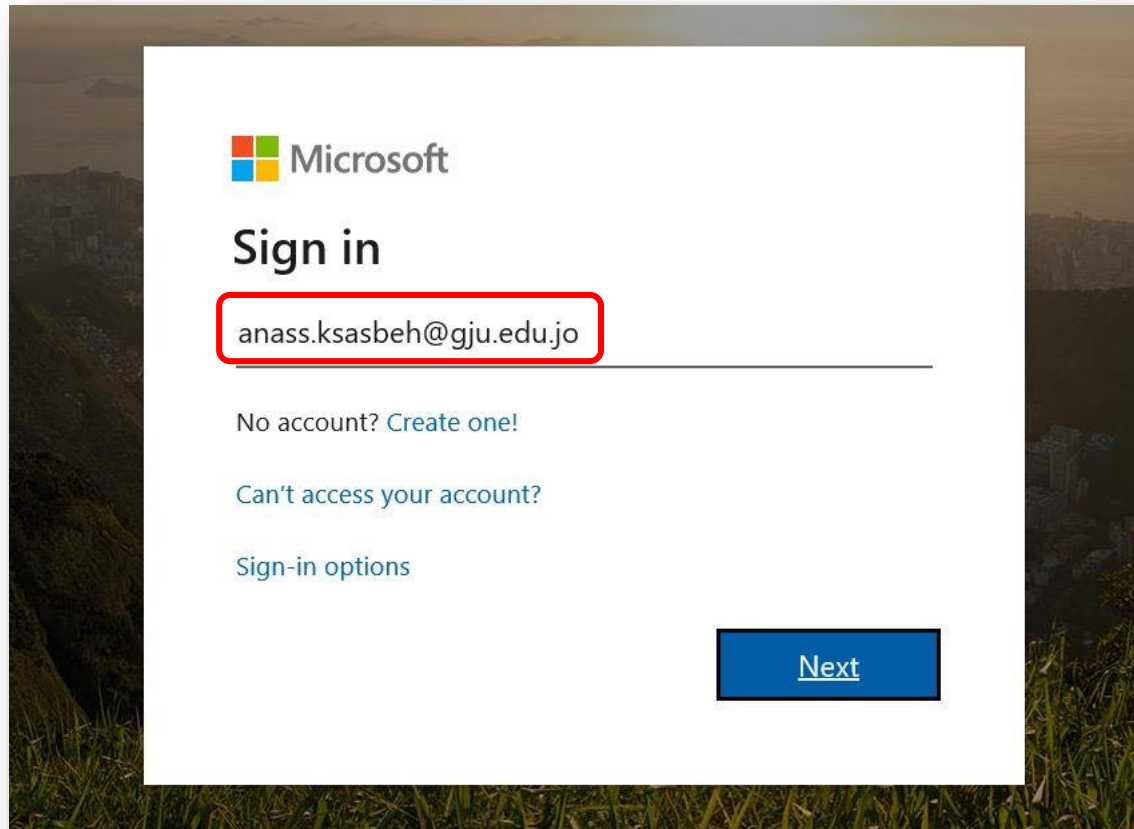
Step 1: Open this link using your Internet browser in a Private/Incognito mode.

Then sign-in using your full GJU email account.

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Step 2: In this page click on Work or school account

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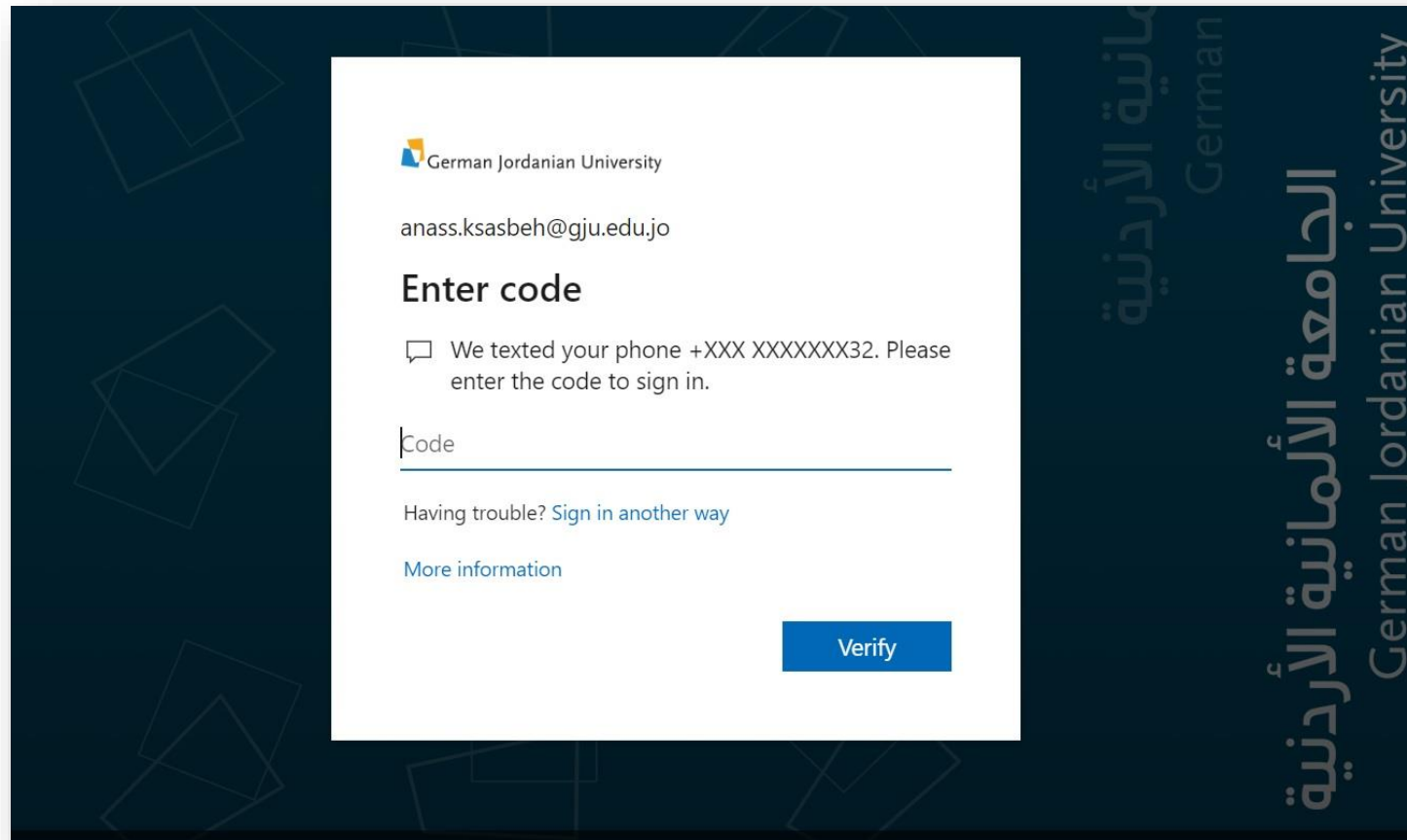
Step 3: In this page make sure that you can see GJU logo and GJU background as shown in the figure.

Enter you password, Click Sign in

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Step 4: If your phone number is preconfigured, you'll receive OTP (One-Time Password) to verify your login.

Enter the OTP then click on Verify

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Step 5: After verifying your login, you can see your recovery phone number and email address, If you would like to change anyone of them, please click <u>Verify</u>. Otherwise click on <u>Looks Good</u>

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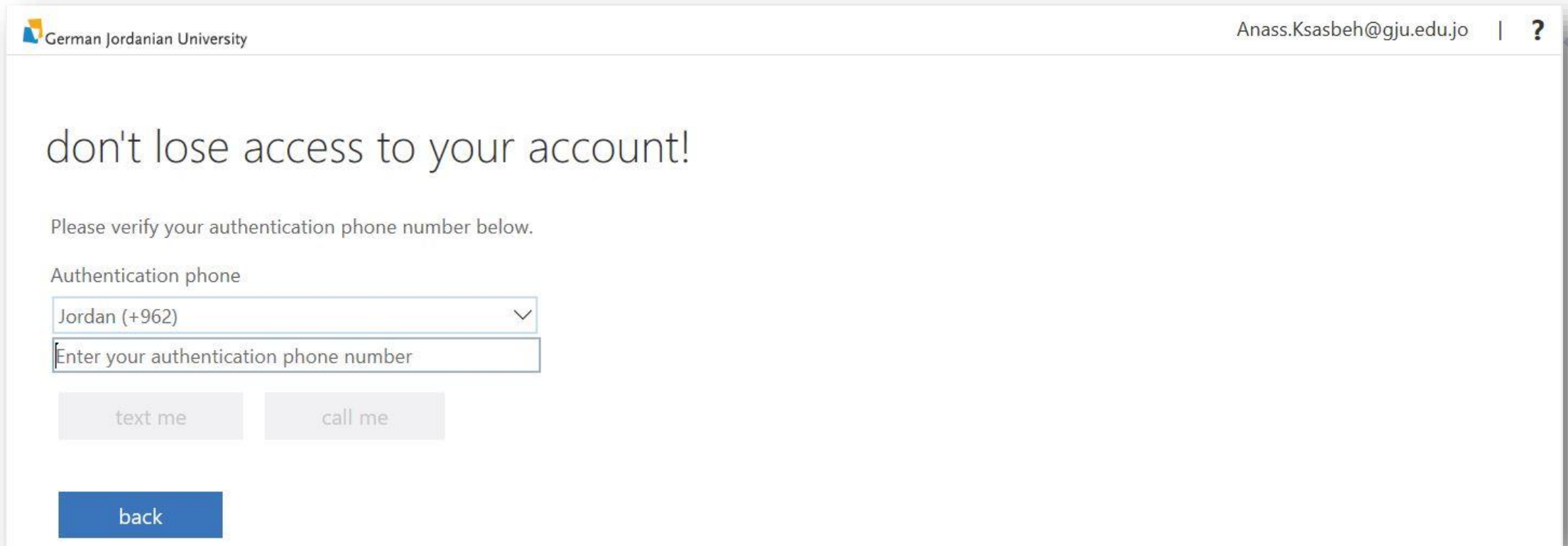
Step 6: If your security info isn't configured, this page will appear, so please set up a valid phone number and email account by clicking on Set it up now.

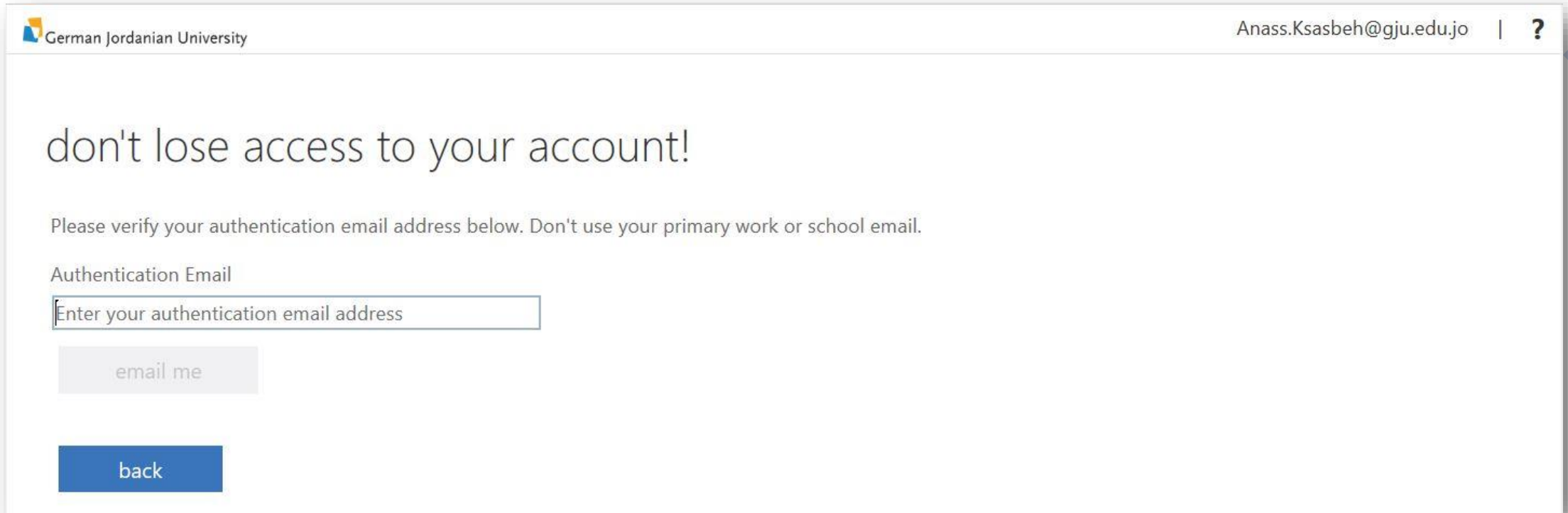# Setting-Up Additional Security Info for your GJU Account

Step 7: Phone number could be written as 0799123456 or 799123456.

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Step 7: Its recommended to set up a frequently used private email address.

GJU Account Password Change / Reset Instructions

1. If you can login to your GJU email, please change your password using this link (https://portal.office.com/account/#security).
2. If you can't access your GJU email please reset your password using this link (https://passwordreset.microsoftonline.com).

Your new password should be complex according to the GJU password policy below:

- Password length should be at least (i.e., Minimum) eight characters.
- Password should contain capital and small letters, symbols and numbers. Example: Ahm&d5684
- Password should not contain any of your first or last name.

After successful password change, please wait up to 30 minutes then try to login to your MyGJU account.

Let's Work Together!