

[Knowledgebase](#) > [Technology](#) > [Password Reset](#) > [How do I register for password recovery options?](#)

How do I register for password recovery options?

helpdesk@nmit.ac.nz - 2023-02-07 - [Password Reset](#)

Registering for password recovery options (personal email or mobile phone number)

NMIT provides a self-service option enabling students and staff to reset their NMIT computer account / Microsoft 365 password without requiring assistance from our IT Service Desk.

Before you can use this service, you must first register alternative contact information. Follow the instructions below to complete registration.

1. Click [here](#) from any device and enter your NMIT student email address (Firstname-Lastname@live.nmit.ac.nz) go Next and enter your current NMIT password

Microsoft

Sign in

First-Last@live.nmit.ac.nz

No account? [Create one!](#)

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

[Sign-in options](#)

Next 1

NMIT Nelson Marlborough Institute of Technology
Te Whare Wānanga o Te Tau Ihu o Te Waka a Māui

Sign in with your NMIT account

First-Last@live.nmit.ac.nz

Sign in 2

2. Configure at least 1 of the following options.

Setup mobile phone -> Provide your mobile number and select text option -> enter the code you receive to verify

Authentication Phone is not configured. Set it up now 3

Authentication Email is not configured. Set it up now

finish cancel

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

New Zealand (+64)

021000009

text me 4 call me

back

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

New Zealand (+64)

text me call me

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

505028 5 verify try again

back

Setup personal email address (optional) -> Provide your personal email address -> enter the code you receive to verify

Authentication Phone is not configured. [Set it up now](#)

Authentication Email is not configured. [Set it up now](#)

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](#)

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](#) < try again

[back](#)

- Once completed you will see a green tick next to each recovery option. Click finish.

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✓ Authentication Phone is set to +64 021 [Change](#)

✓ Authentication Email is set to @gmail.com. [Change](#)

[finish](#) **6** [cancel](#)

Note: **if you have forgotten your password and have not yet registered for password recovery options please contact our IT Servicedesk team at 0800 NMIT IT (0800 664 848) or servicedesk@nmit.ac.nz to reset your account.

Related Content

- [How do I reset my NMIT password?](#)
- [How do I activate my network account?](#)