

How do I register for password recovery options?

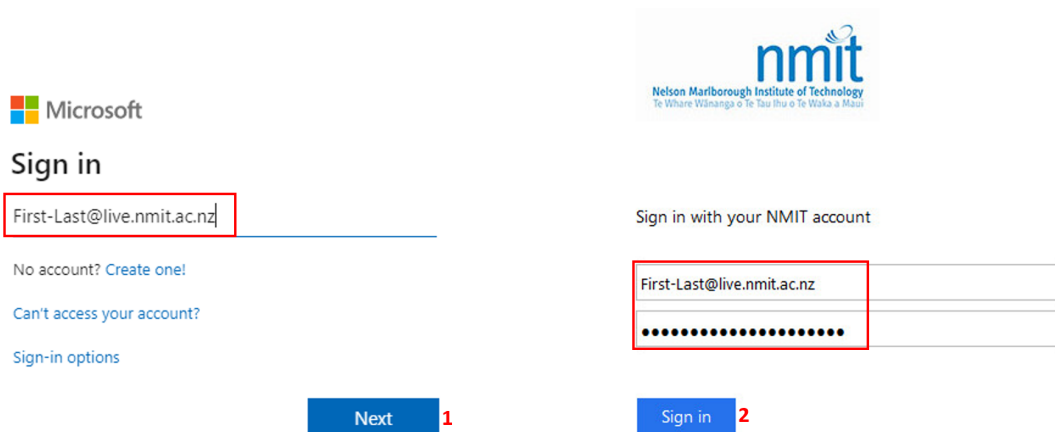
helpdesk@nmit.ac.nz - 2023-02-07 - Password Reset

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



The screenshot displays two side-by-side screenshots of the password reset registration process.

Left Screenshot (Step 1): Shows the Microsoft login page. The "Sign in" section has a text input field containing "First-Last@live.nmit.ac.nz", which is highlighted with a red box. Below the field are links for "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom is a blue "Next" button with a red "1" next to it.

Right Screenshot (Step 2): Shows the NMIT login page. The header includes the NMIT logo and name. The "Sign in with your NMIT account" section has two text input fields: the first contains "First-Last@live.nmit.ac.nz" (highlighted with a red box) and the second contains masked characters "....." (also highlighted with a red box). At the bottom is a blue "Sign in" button with a red "2" next to it.

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

1 Authentication Phone is not configured. [Set it up now](#) 3

1 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

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

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

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

finish cancel

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

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.

623719 verify try again

back

3. 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 [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?](#)