

Parent password self-management

In order to protect your accounts and allow you to change and manage your own passwords, Loyola College has implemented the Microsoft Self Service Password Reset (SSPR) authentication system. Steps 1 and 2 below show you how to enrol in SSPR and change your password. The ICT Department advises that you do these two steps at your earliest convenience.

Please note that:

1. When using your browser to access the LMS, pay your school fees, book an interview, or re-enrol your child, your username will now require a suffix of @loyola.vic.edu.au (the school's domain). For example, the user smith123 will now become smith123@loyola.vic.edu.au.
2. When access the Digistorm app, your username does not require the suffix.

Note:

Before starting, if you are signed in with a Microsoft account, you will need to either sign out, use private browsing mode/incognito mode, or use a different browser. Please contact the [ICT Helpdesk](#) if you require any assistance.

Step 1: Enrolling in SSPR

- Go to <https://aka.ms/ssprsetup>. Login with your current username (with suffix) and current password.
- You will be prompted to add a phone number and/or email. Select one option by clicking **Set it up now**.
- On either email or mobile, you will be sent a 6 digit code which you will need to enter to confirm your account.
- Click Finish

Step 2: Change your password:

- Go to <https://adfs.loyola.vic.edu.au/adfs/portal/updatepassword>
- Enter your username (with suffix)
- Type the old password, new password, and new password again

Other: Recover a lost password

- Go to <https://passwordreset.microsoftonline.com/>
- Enter your current username (with suffix) and captcha code and click Next.
- Select an option (Email or Mobile) to have a code sent to. Enter this code
- Type a new password