

Configuring Your Lochner Account for SSPR Portal

Introduction

The Self-Service Password Reset (SSPR) gives users the ability to change or reset their password, with no administrator or help desk involvement. If a user's account is locked or they forget their password, they can follow prompts to unblock themselves and get back to work.

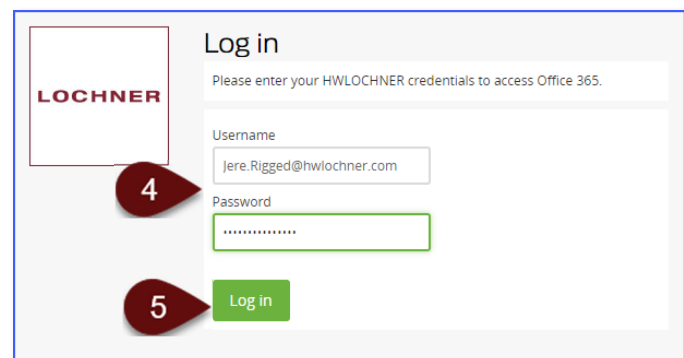
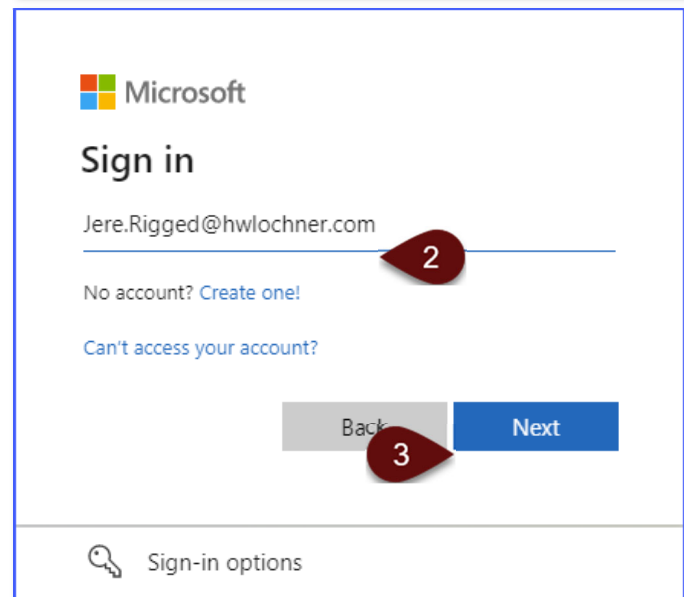
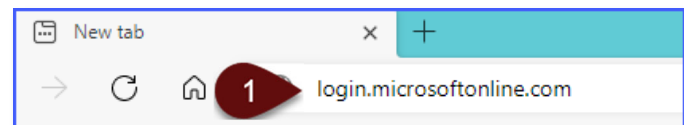
This Document steps through configuring the SSPR. See the *Reset Lochner Password Using SSPR* for instructions changing your password and *Unlocking Lochner Account Using SSPR* for instructions unlocking your Lochner account.

DUO Mobile App

The DUO Mobile App must be installed on your mobile device before proceeding. If needed, contact the Helpdesk for assistance.

Setting Up SSPR

- 1 Open a browser and type: [Login.microsoftonline.com](https://login.microsoftonline.com)
- 2 Type in your Lochner E-Mail address
- 3 Click NEXT
- 4 Type in your Lochner E-Mail and password.
- 5 Click Log In



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- 6 Click on Next

LOCHNER

jere.rigged@hwlochner.com

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

6 Next

IMPORTANT NOTE:

While this page states to *setup at least 1 of the options*, Lochner recommends setting up both in case you do have access to your mobile device or Email.

- 7 Complete the Authentication setup on both the Phone and E-Mail.
- 8 After you have both options configured, Click finish

LOCHNER

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 who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 1 of the options below.**

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

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

finish 8

You Microsoft O365 portal will open.

Need Assistance?

Contact IT Help Desk
E: ITHelp@hwlochner.com
P: External – 844.514.1041
P: Internal – Ext. 22311