

Password Reset

Moraine Park Technical College – Student E-mail Documentation

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1. Access Student E-mail from the Student and Staff Services Link at www.morainepark.edu. At the Microsoft Exchange Labs home page, click the “Forgot your password” link underneath the password field.



One Windows Live ID gets you into **Hotmail, Messenger, Xbox LIVE** — and other places you see

Exchange Labs

Don't have a Windows Live ID?

[Sign up](#)

[More about Windows Live ID](#)

Sign in

Windows Live ID:
(example555@hotmail.com)

Password:

[Forgot your password?](#)

Remember me on this computer (?)

Remember my password (?)


[Sign in](#)

2. Enter your student e-mail address (also known as Windows Live ID) in the space provided. Then, enter the characters shown in the image in the space provided. If you cannot identify the characters in the image, click the refresh button to the right of the image to generate a new image. Click “Continue” when completed.

Reset your password

Before you can reset your password, you need to type your Windows Live ID and the characters in the picture below.

Windows Live ID:
Example: someone@example.com

Picture:  
Type the 6 characters you see in the picture

Click here if you can identify the letters in the image.

This helps us prevent auto-authorized access to accounts. [Get help with this](#)

Characters:

[Continue](#) [Cancel](#)

3. Select an option to reset your password using your location information and secret answer or by sending reset instructions via e-mail to the alternate e-mail address you specified during activation. If resetting your password using your location information and secret question, provide your location information and the answer to your secret question in the spaces provided. When completed, click “Continue.”

Reset your password

Select an option for resetting your password:

Use my location information and secret answer to verify my identity

Country/region:

State:

ZIP code:

Question: Grandfather's occupation

Secret answer:

Five-character minimum; not case sensitive

Send password reset instructions to me in e-mail

If resetting your password to the alternate e-mail address you specified during activation, click the option to send password reset instructions to me in e-mail, select alternate e-mail address and click "Continue." You will receive an e-mail in your alternate e-mail account inbox containing the remaining steps to reset your password. These steps are similar to steps four and five below.

Reset your password

Select an option for resetting your password:

Use my location information and secret answer to verify my identity

Send password reset instructions to me in e-mail

Select an e-mail address:

jsmith23@student.morainepark.edu

Alternate e-mail

4. Provide a new password in the spaces provided. Click "Continue" to finish.
5. You will be informed that your password has successfully changed. Click "Sign in to Windows Live" log in to your account.

COMPLETED