

Windows Password Reset Tool

Manual for initial Registration



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Important: Please note that for updating your credentials in the Microsoft Password Manager it is mandatory to setup all the registration methods mentioned in the following documentation.

1 Registration Methods

Please note that you can only use the following registration methods*:

1.1 Authenticator-App

1.2 Email

1.3 Answering Security questions

*Please ignore the “Alternate phone” and “Telephone” options

2 How to register yourself

2.1 Please use <https://aka.ms/setupsecurityinfo>

Following this link you can register to the new Windows Password Reset Tool by yourself.

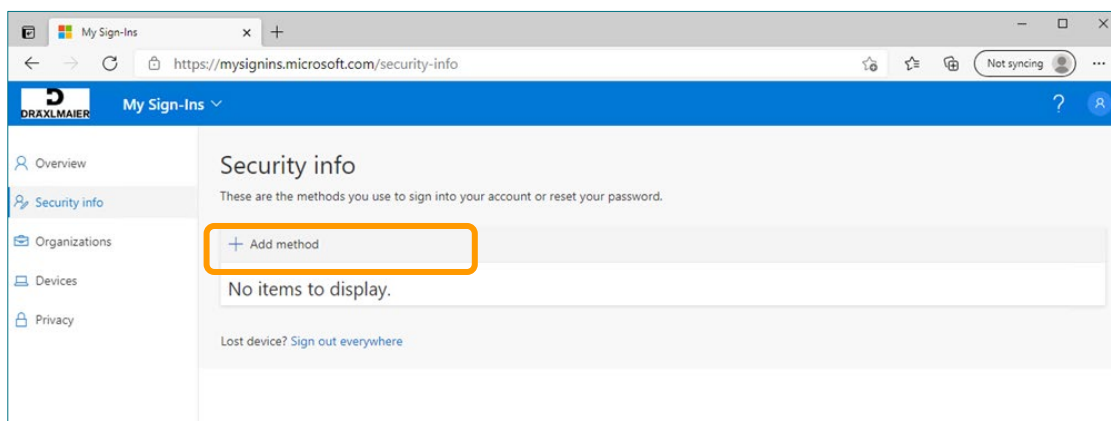
2.2 Login with your Windows Login Credentials

DRÄXLMAIER email address: e.g. givenname.familyname@draexlmaier.com

Password: Your Windows Password

2.3 Select “Security info” in the left menu

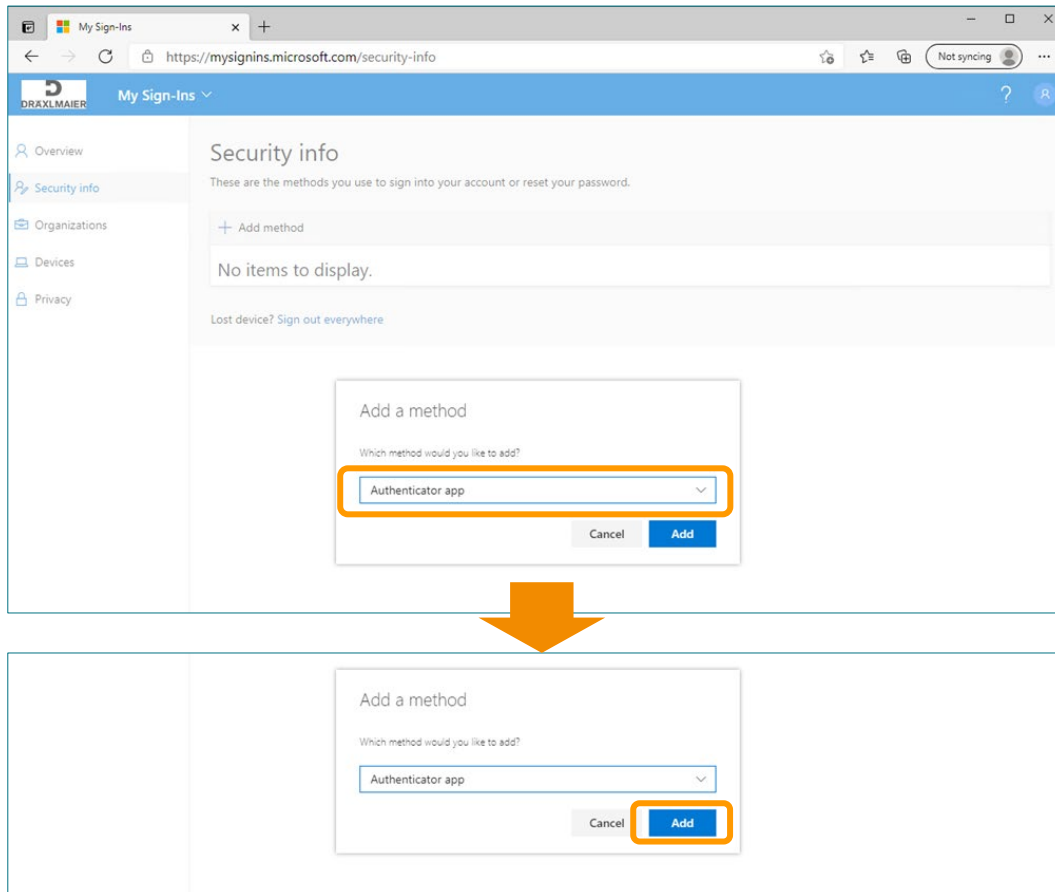
2.4 Select “Add Method”



3 Authenticator-App* registration method

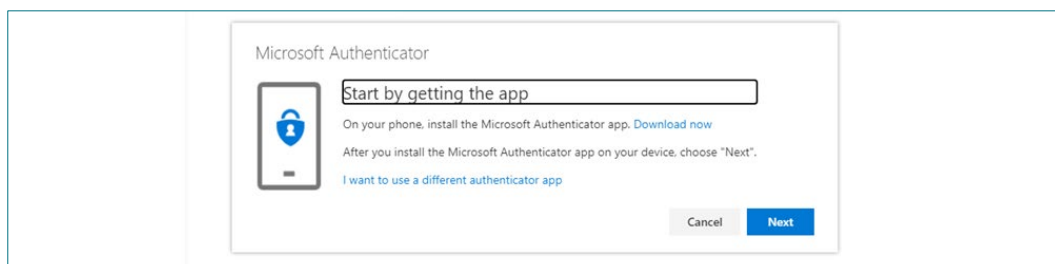
**please note that you first need to install this app on your company or private smartphone (iOS V11 or later or Android V6 or later)*

3.1 Select **Authenticator-App** and click on **Add**

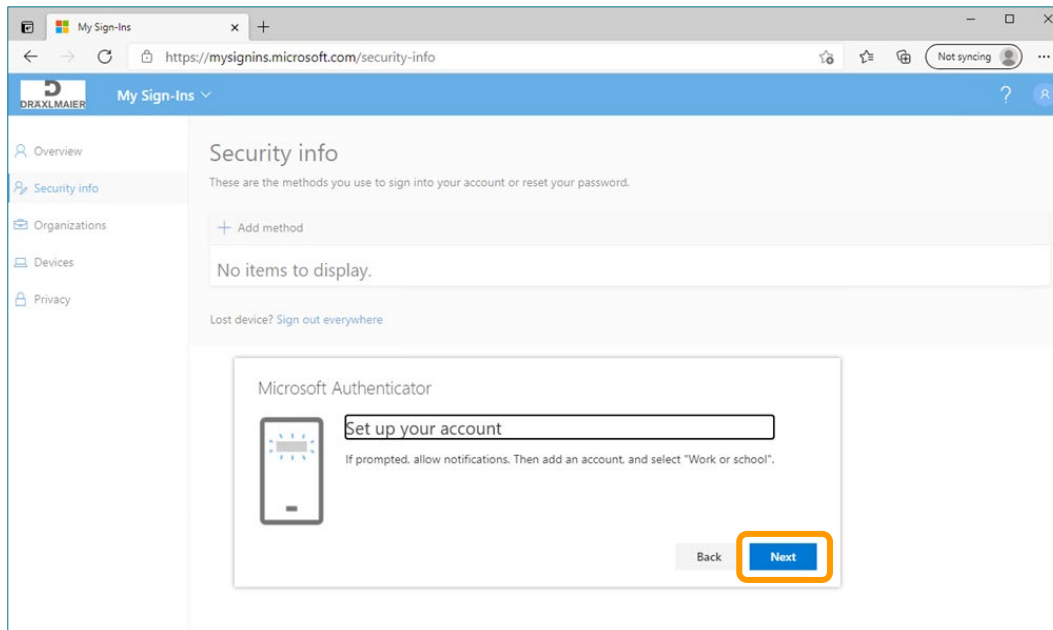


3.2 Download the **Authenticator-App** on your mobile device

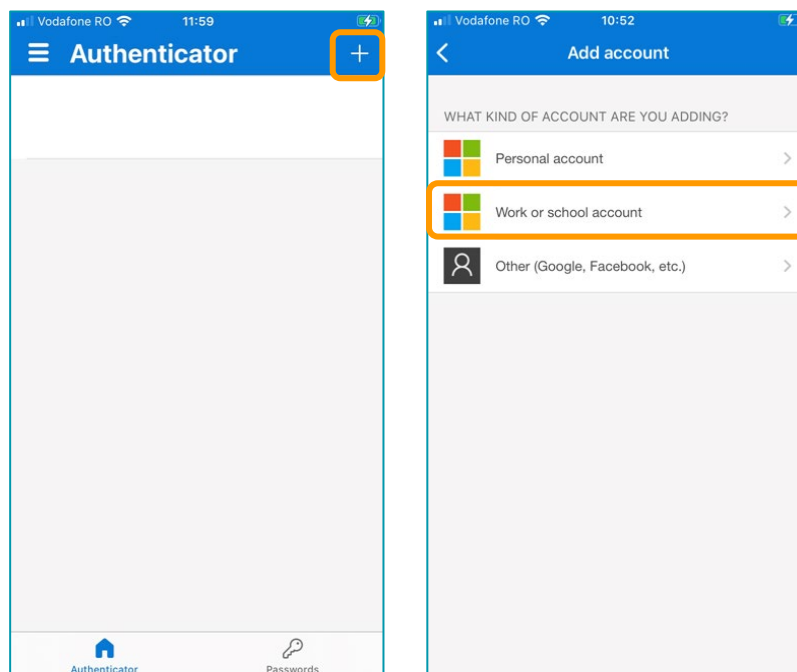
In case, you already installed the Microsoft Authenticator-App on your mobile device, you can directly click on "Next". If not, please download the App on your mobile device from your Android App store or iOS App Store.



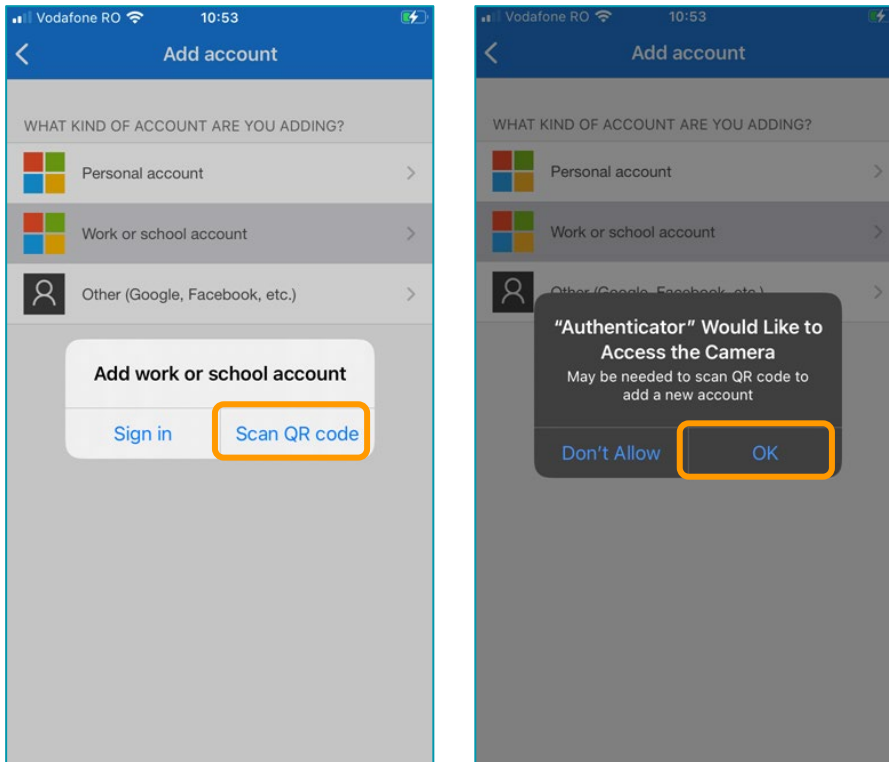
3.3 Select **Next** to start setting up your account



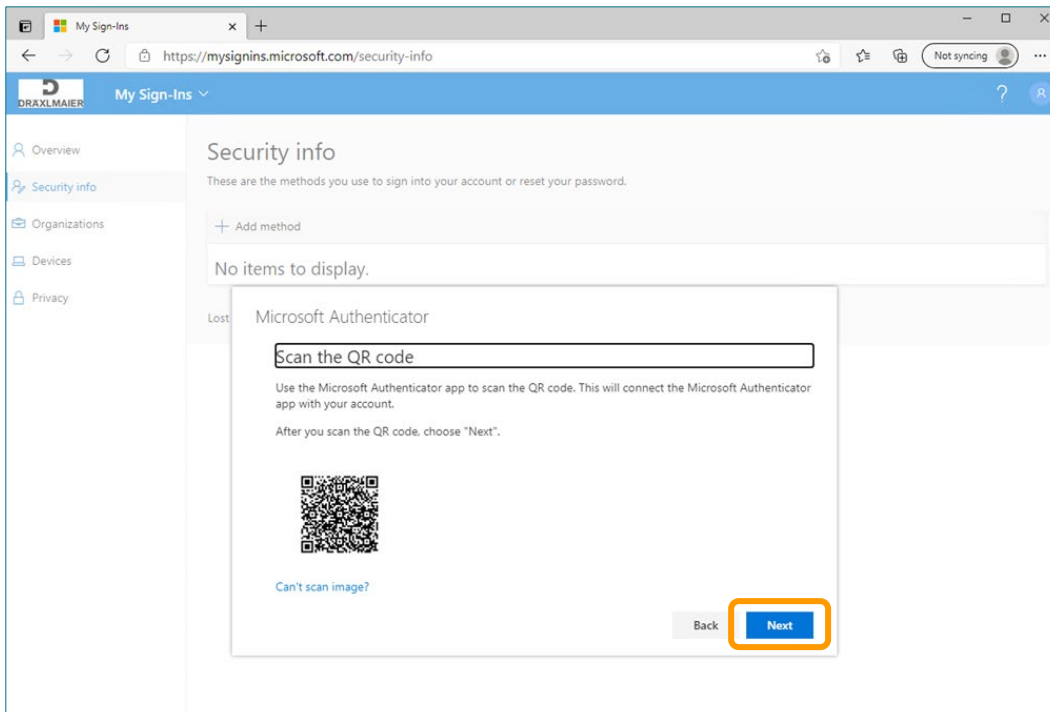
3.4 In the **Authenticator App** select **+** in the upper right corner and then select **Work or school account**



3.5 Select **Scan QR code** and select **OK**.

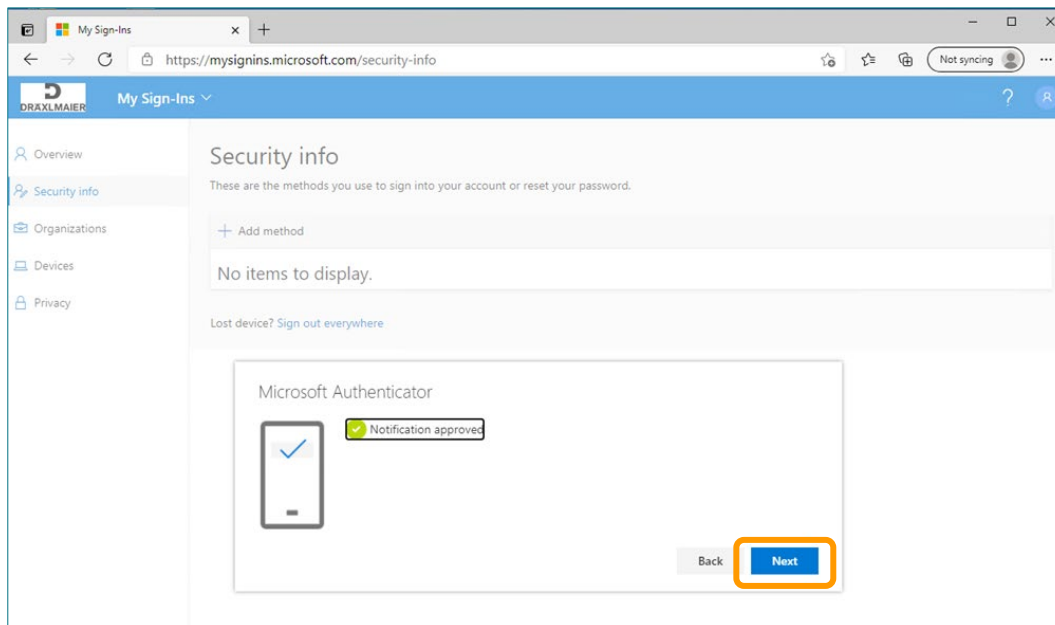


3.6 Scan the QR-Code with your smartphone and select **Next**

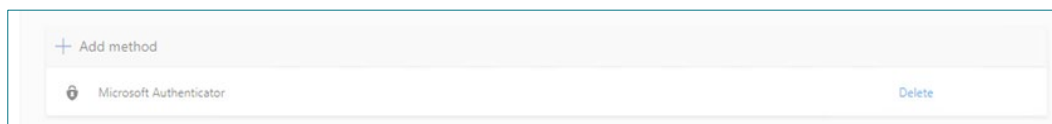


3.7 Wait until Microsoft Authenticator verifies your registration and click **Next**.

This may take a few seconds.

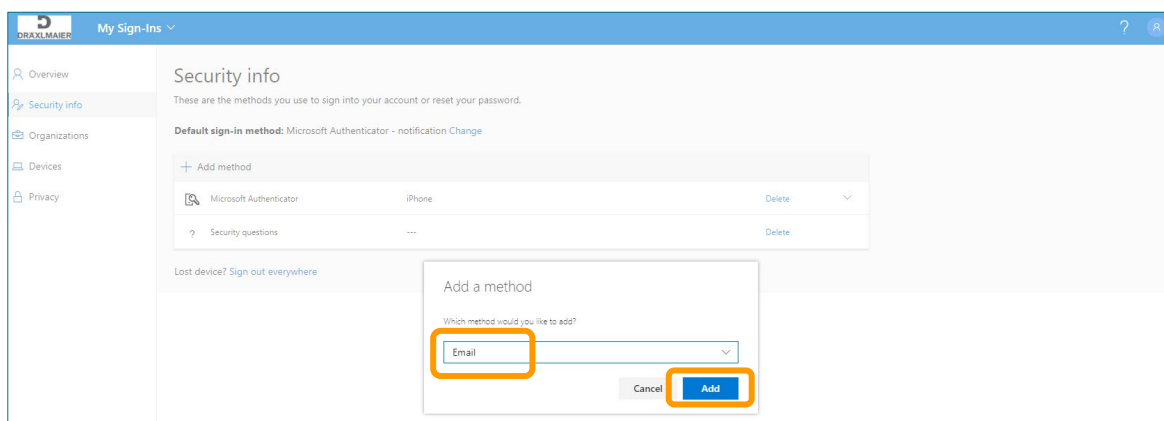


3.8 The Microsoft Authenticator option will appear in the method list.

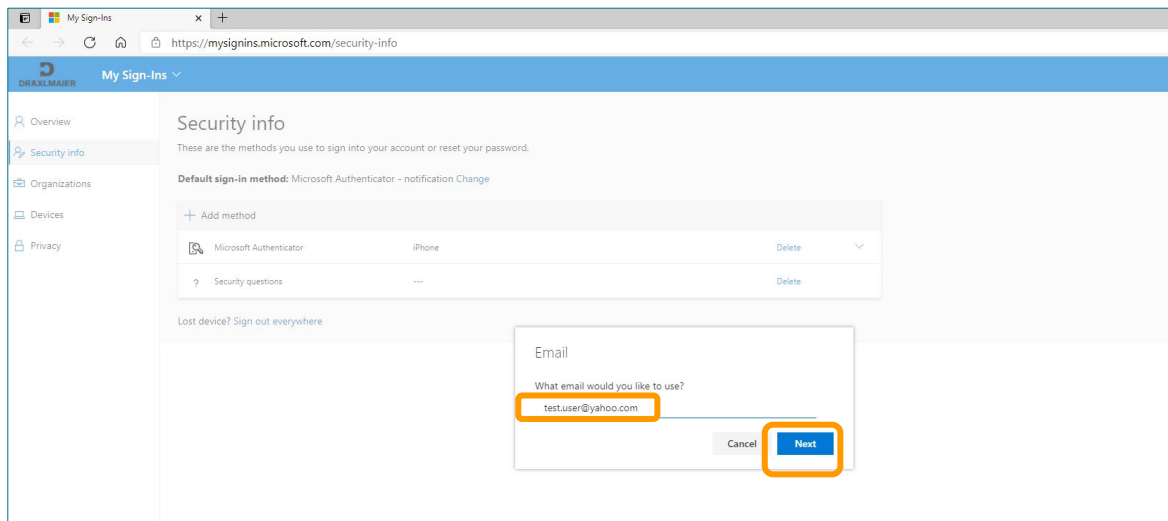


4 Email registration method

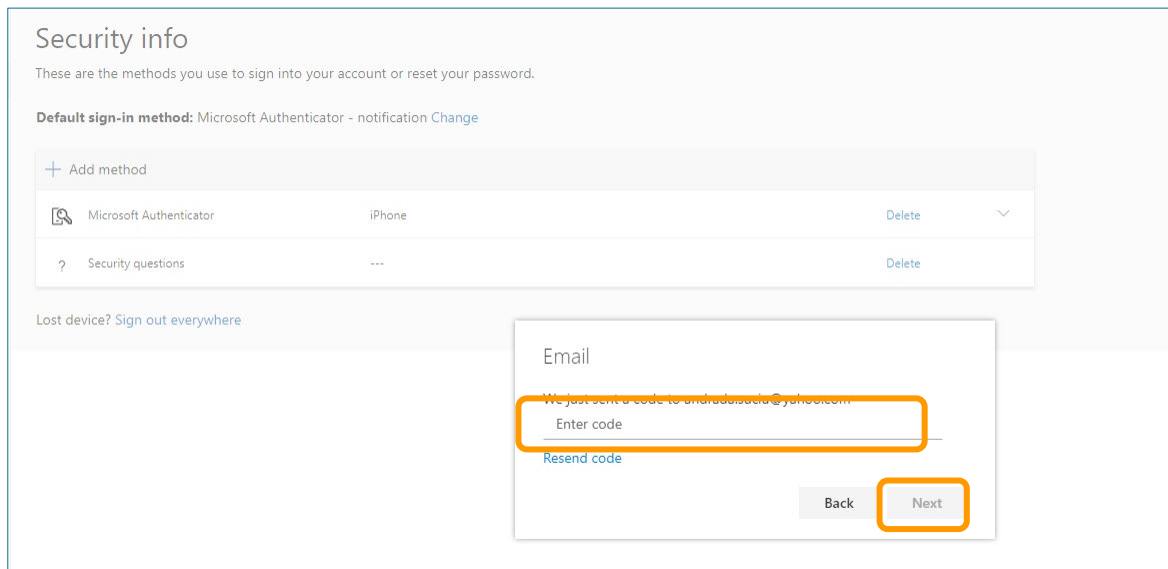
4.1 Select Add Method, select Email and Add:



4.2 Enter your private Email address (not the DRÄXLMAIER email address) for recovery and select Next

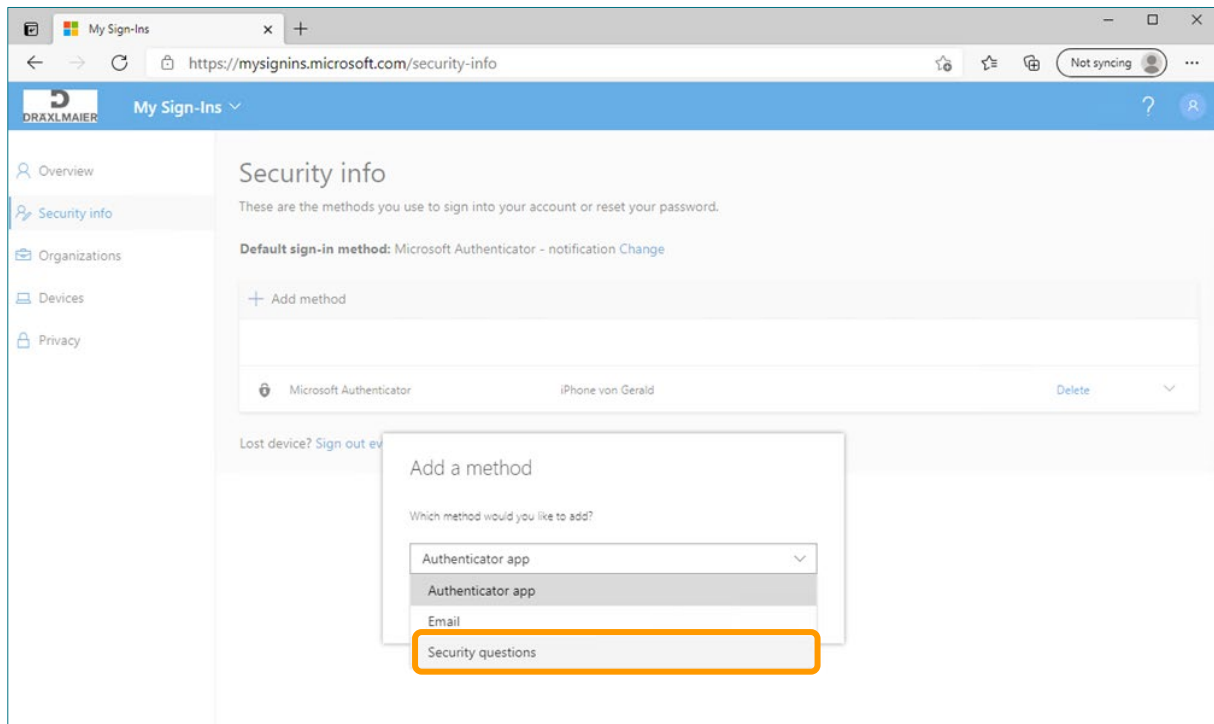


4.3 Check your private Email account and Enter the Code you receive and select Next.

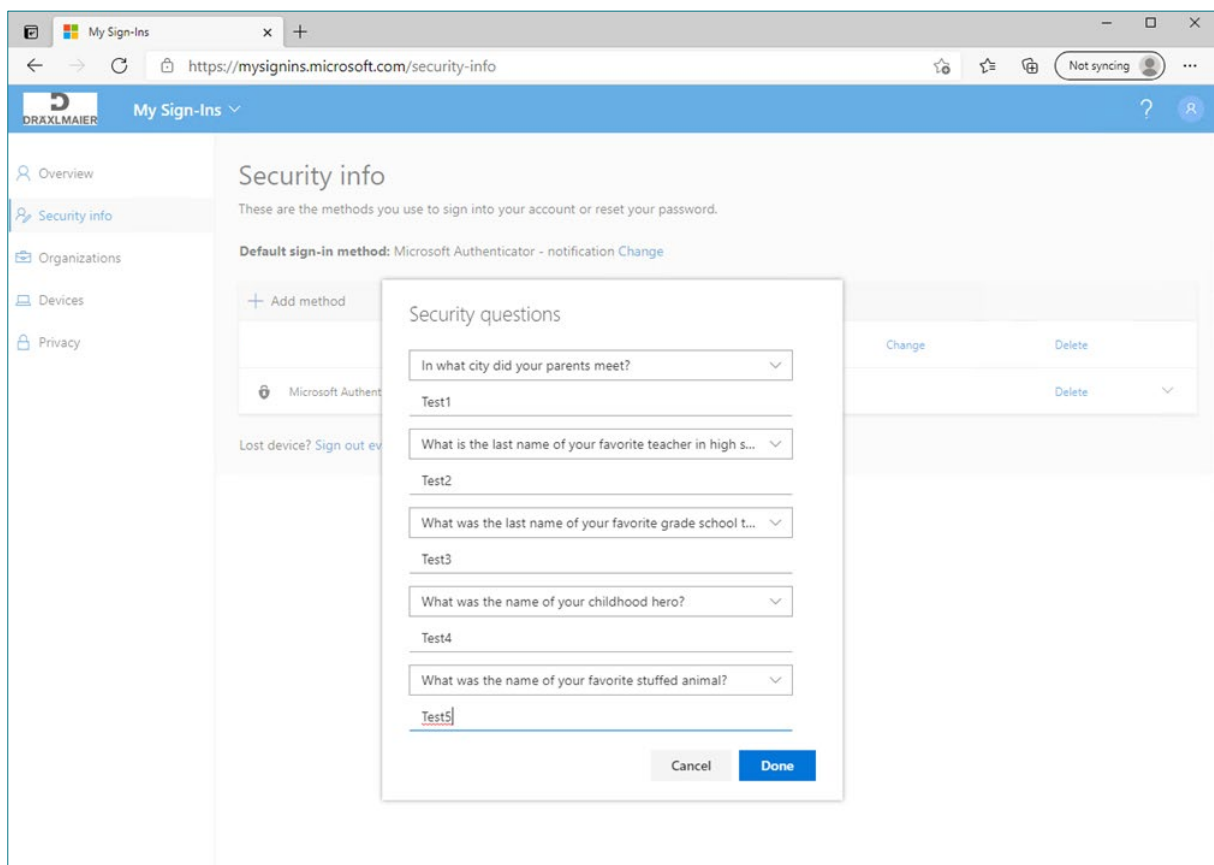


5 Security questions registration method

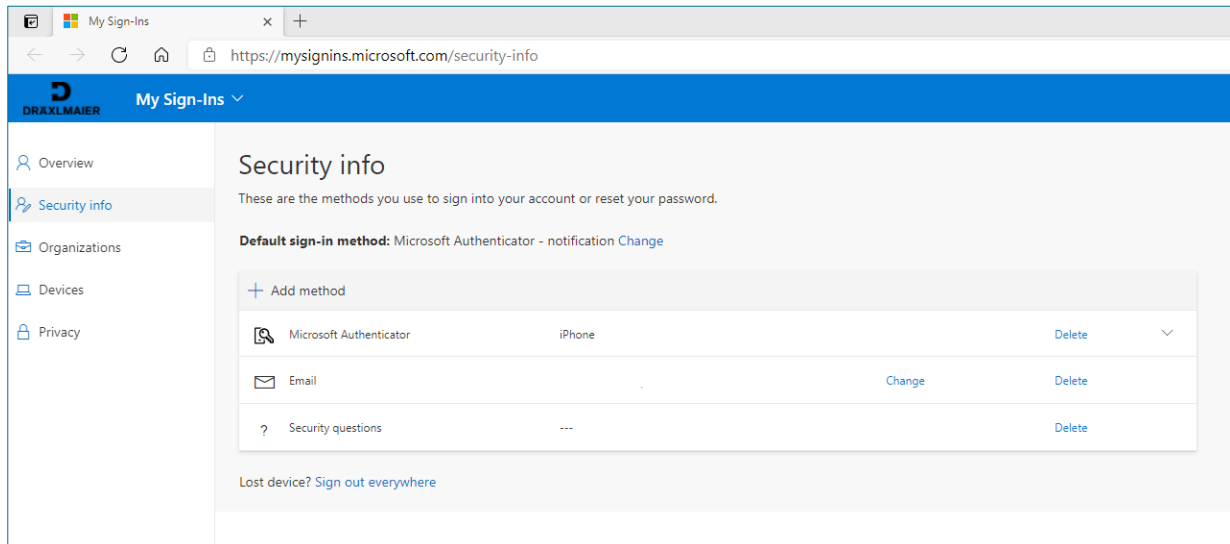
5.1 In the Method list overview add **Security question**



5.2 Setup all five questions and answers, afterwards click on **Done**



5.3 All registration methods will appear in you overview.



6. Please allow a few minutes for the changes to be synchronized.
If necessary, please logout and login to Windows again.



Important: Please note that for updating credentials in Microsoft Password Manager it is allowed to perform **only the MS Authenticator-app + Security questions**.