

SELF-SERVICE PASSWORD RESET - servis za samostalno resetovanje lozinke!!!

Da bi korisnik mogao da koristi uslugu samostalnog resetovanja lozinke za svoj Microsoft Office 365 (MS O365) nalog tipa: imeprezime@msi2.medfak.ni.ac.rs ili brojindeksa@online.medfak.ni.ac.rs, mora bar jednom da se uloguje sa svojim važećim kredencijalima i da za svoj MS O365 nalog 'veže' broj svog mobilnog telefona ili alternativnu email adresu. Ta dva resursa biće korišćena za bezbednosnu proveru u slučaju zaboravljene lozinke.

Pri tom prvom logovanju, od korisnika ce se zatražiti dodatne informacije.

The first screenshot shows the Microsoft 'Sign in' page. The email address 'sm@online.medfak.ni.ac.rs' is entered in the field. There are links for 'No account? Create one!' and 'Can't access your account?'. A 'Next' button is visible. The second screenshot shows the 'Enter password' page. The email address is 'sm@online.medfak.ni.ac.rs'. There is a password field and a 'Sign in' button. A link for 'Forgot my password' is also present. The third screenshot shows the 'More information required' page. The email address is 'sm8@online.medfak.ni.ac.rs'. A message states: 'Your organization needs more information to keep your account secure'. There are links for 'Use a different account' and 'Learn more'. A 'Next' button is at the bottom.

Klik na **Next** će Vas odvesti na stranicu gde morate uneti ili broj Vašeg mobilnog telefona (u formatu 381 6x xxxxxxx) ili ako izaberete da želite da koristite drugu metodu (klikom na [I want to set up a different method](#)) onda ćete izabrati Email i uneti svoju alternativnu email adresu.

The screenshot shows the 'Keep your account secure' page. The title is 'Keep your account secure'. Below it, it says 'Your organization requires you to set up the following methods of proving who you are.' The section is titled 'Phone'. It says 'You can prove who you are by answering a call on your phone or texting a code to your phone.' There is a question 'What phone number would you like to use?'. A dropdown menu shows 'Serbia (+381)'. A text input field contains '6'. There are two radio buttons: 'Text me a code' (selected) and 'Call me'. Below that, it says 'Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).' There is a 'Next' button. At the bottom, there are links for 'I want to set up a different method' and 'Skip setup'.

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The screenshot shows the 'Keep your account secure' page. The title is 'Keep your account secure'. Below it, it says 'Your organization requires you to set up the following methods of proving who you are.' The section is titled 'Email'. It says 'What email would you like to use?'. A text input field contains 'jovica. @.com'. There is a 'Next' button. At the bottom, there are links for 'I want to set up a different method' and 'Skip setup'.

Posle klika na **Next**, sistem će Vam, zavisno od izabrane metode, na Vaš mobilni telefon poslati SMS ili na Vaš alternativni email poslati mail sa sigurnosnim kodom koji treba da unesete na sledećoj stranici.

The screenshot shows the 'Keep your account secure' page. The title is 'Keep your account secure'. Below it, it says 'Your organization requires you to set up the following methods of proving who you are.' The section is titled 'Phone'. It says 'We just sent a 6 digit code to +381 63. Enter the code below.' There is a text input field containing '6'. There is a 'Resend code' link. There are 'Back' and 'Next' buttons. At the bottom, there are links for 'I want to set up a different method' and 'Skip setup'.

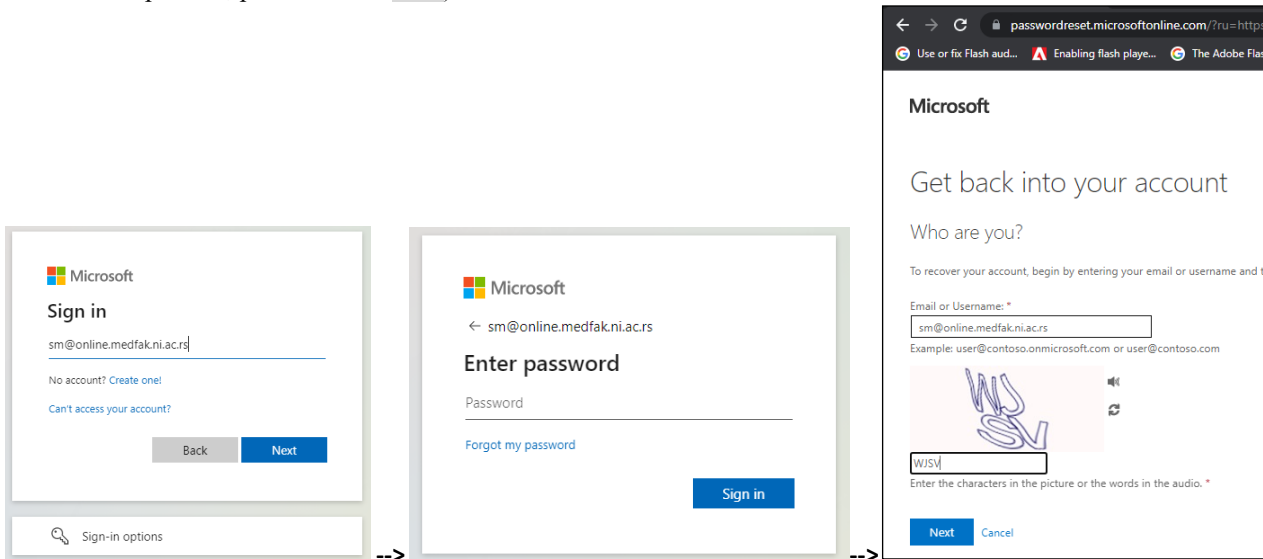
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The screenshot shows the 'Keep your account secure' page. The title is 'Keep your account secure'. Below it, it says 'Your organization requires you to set up the following methods of proving who you are.' The section is titled 'Email'. It says 'We just sent a code to'. There is a text input field containing a code. There is a 'Resend code' link. There is a 'Next' button. At the bottom, there are links for 'I want to set up a different method' and 'Skip setup'.

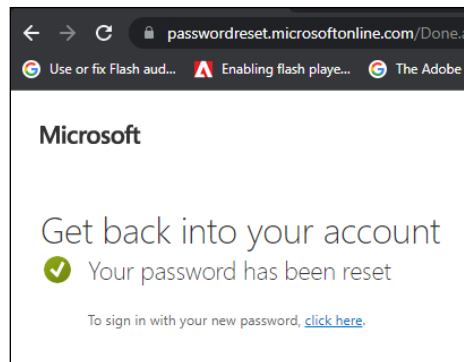
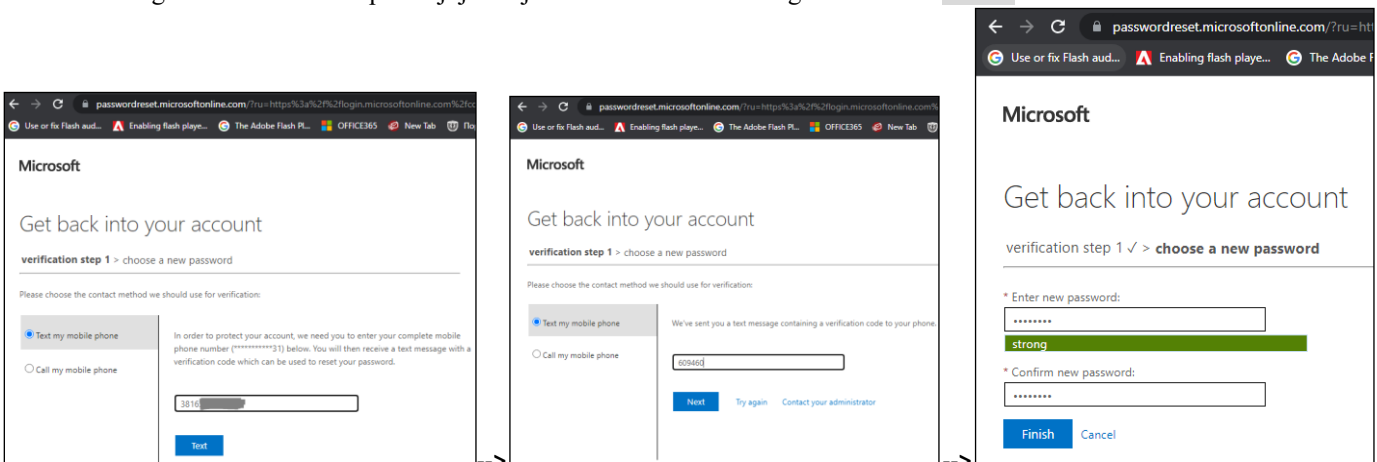
Unesite kod i kliknite na **Next** i time je postupak vezivanja alternativnog resursa za Vaš MS O365 nalog završen – **Success!**

RESETOVANJE LOZINKE

Sledeći put kada korisnik proba da se uloguje sa svojim važećim nalogom i ne seti se svoje lozinke, ide na zaboravio sam lozinku (**Forgot my password**), gde će se otvoriti stranica za reset (email adresu ostaviti kao što jeste i unesite niz karaktera radi bezbednosne provere, pa kliknite na **Next**)



U sledećem koraku će se od korisnika zatražiti da unese broj mobilnog telefona (u formatu 381 6x xxxxxxx) ili alternativni email. Na navedeni resurs, koji je vezao za svoj nalog, će mu stići bezbednosni kod za proveru vlasništva nad nalogom. Zatim kliknuti **Text**. Ako je korisnik uneo dobar broj telefona tj. alternativni email, koji je vezan za njegov nalog, na sledećoj stranici će se tražiti od korisnika da unese šestocifreni bezbednosni kod koji je dobio kao SMS na svoj mobilni telefon ili u email poruci. Posle toga kliknuti na **Next**. Sledi stranica gde korisnik unosi i potvrđuje svoju novu lozinku. Posle toga kliknuti na **Finish**.



Time je postupak resetovanja lozinke završen.