

PASSWORD RESET INSTRUCTIONS

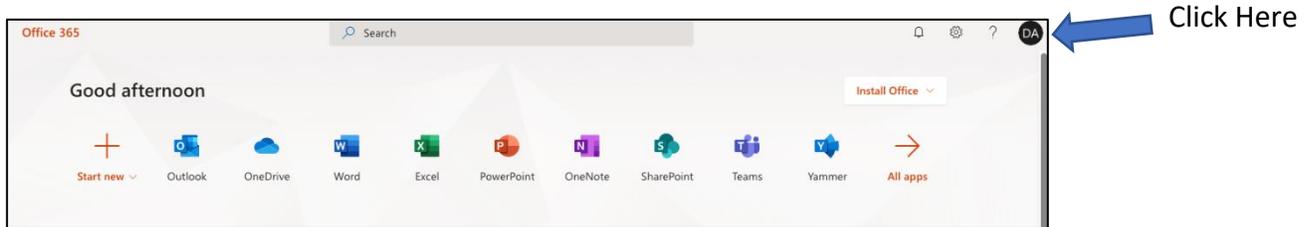
Every 90 days your APC (Abacus Private Cloud) password will expire and you will be prompted to change it. (It is recommended that you set a reminder to reset it every 75 days rather than waiting until the 90 days to avoid any disruption to your account access.)

Follow the instructions below to reset your password:

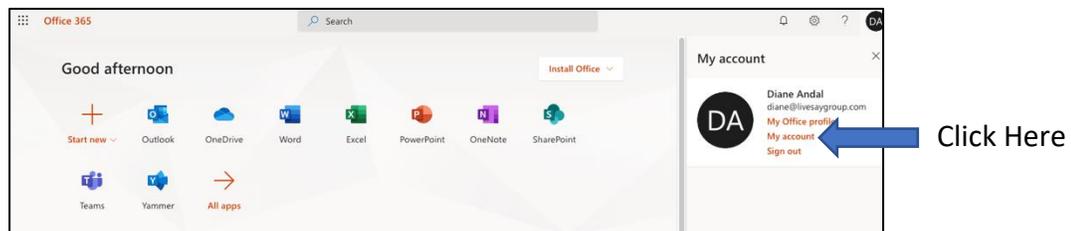
STEP 1: Open a browser and go to <https://portal.office365.com>

STEP 2: Login to your account

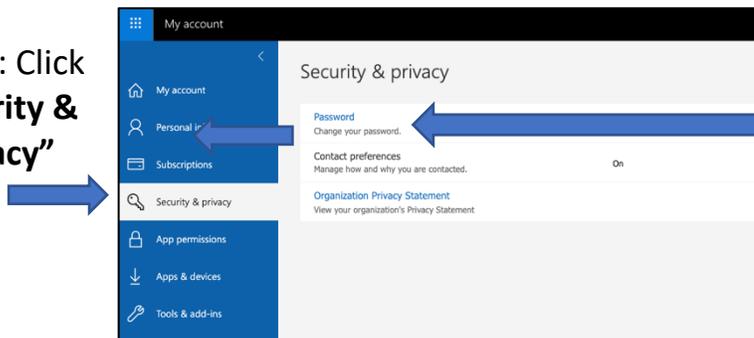
STEP 3: Click on the circle at top right corner of screen showing your account



STEP 4: Click "My Account"

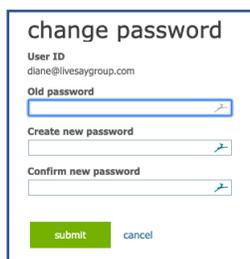


STEP 5: Click "Security & privacy"



STEP 6: Click "Password" (a new tab will open in the browser)

STEP 7: Enter Current Password. Create & Confirm new password & Click "Submit"



Password Requirements:

- *Password must be changed every 90 days
- *Passwords must be 12 characters long
- *Passwords must contain, uppercase, lowercase, numbers, & symbols

If you are still having trouble, you can contact technical support at 888-869-0076. When prompted, select: **2 for Technical Support, 1 for Hosted Environment, 1 for APC.**

Our account number is: **22227108** and Passphrase is: **pasadena**