

How to reset your CHC Logon's Password

Step 1 – copy and paste this web address to your browser

<https://portal.office.com>

The screenshot shows a web browser window with the URL <https://www.office.com/?auth=2&home=1>. The page header is blue and contains the text "Office 365", a search bar, a gear icon (the "Gear Button"), a question mark icon, and the user name "Presley, Jacqueline". A red arrow points from a white callout box with the text "Click on the 'Gear Button'" to the gear icon. The main content area is white and displays "Good afternoon" and "Recommended" sections. A large blue rectangle covers the main content area. The Windows taskbar is visible at the bottom, showing the search bar and various application icons. The system tray shows the time as 2:25 PM on 2/8/2021.

Step 2 – Click on “Change Your Password”

