Enrolling in the Self-Service Password Reset (SSPR) Tool

1. Enter https://aka.ms/ssprsetup? in the URL bar or click on this hyperlink. Log into your account and authenticate using Duo to enter the following screen.

2. Begin by verifying your phone number. To do so, click Verify, and then confirm that your phone number is entered correctly. You can verify by receiving a 6-digit code via a text message or by answering a call on your phone and pressing the # key.
3. I) If you chose to receive a code via text message, enter the code you received in the field that comes up. Then, click Verify. You will be returned to the screen in Step 1.

II) If you chose to receive a phone call, answer the call and press the # key. This will automatically verify your phone number, and you will be returned to the screen in Step 1.

4. Click Set it up now to configure your authentication email.
5. Enter an external email address. Do not use your @law.ucla.edu (or @lawnet.ucla.edu) account. An external email is necessary in order to complete this step, be it a personal email or @ucla.edu email account. Then, click email me.

6. You will receive a 6-digit code in your external email address. Enter that code in the entry field that populates. Then, click verify.
7. You will be returned to the screen in Step 1. Click Set them up now to configure your security questions.
8. Choose your Security questions 1 through 5 and fill in the appropriate answers. These answers are case-sensitive. We recommend writing these down and storing them somewhere secure.

9. You will be returned to the screen in Step 1. Now, you’re all set! You have officially registered with the SSPR tool. Click finish to officially complete the process and be redirected away from this page.
don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- Authentication Phone is set to [REDACTED] Change
- Authentication Email is set to angelgonzalez@ucla.edu Change
- 5 Security Questions are configured. Change

[Button] finish [Button] cancel