

Resetting Your Password

This password reset process will work for:

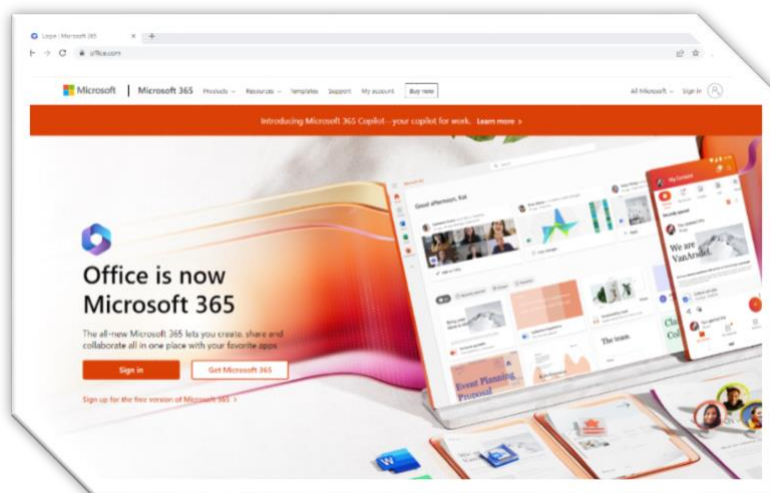
- Coborn's Intranet and UKG Pro Mobile App
- Computer Login
- Coborn's Email
- Any other Active Directory or Single Sign-On enabled applications.

You will be required to set up Security Questions on your first login.

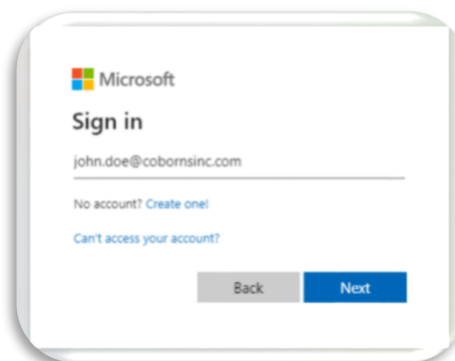
To Reset Your Password will also Require Security Questions.

This Process is Outlined in "Job Aid – Setting Up Security Questions"

1) Navigate to office.com:



2) Click the Sign In button.

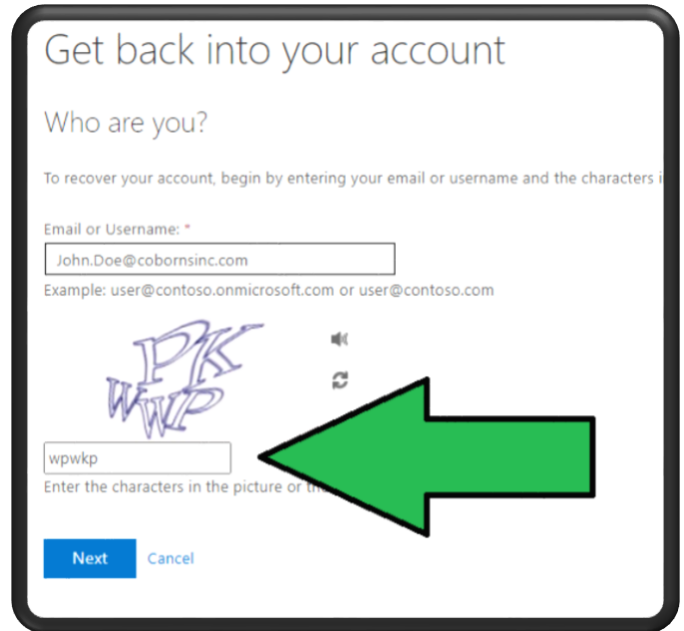


3) Type in FirstName.LastName@cobornsinc.com, then click Next.

4) Click Forgot My Password:



5) Enter the characters from the picture into the bottom text box. Click Next.



Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture.

Email or Username: *

John.Doe@cobornsinc.com

Example: user@contoso.onmicrosoft.com or user@contoso.com

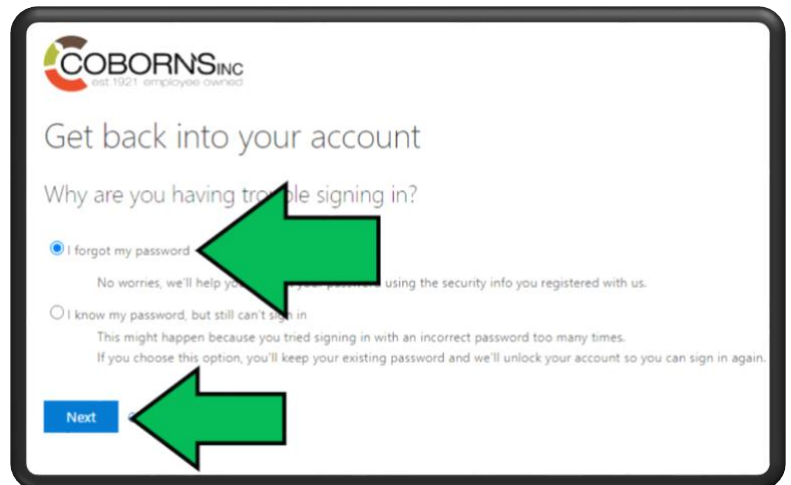
wpwk

Enter the characters in the picture or the audio.

Next Cancel

A large green arrow points from the right towards the CAPTCHA image and its corresponding text box.

6) Keep I forgot my password checked then click Next.



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Get back into your account

Why are you having trouble signing in?

I forgot my password

No worries, we'll help you get back into your account using the security info you registered with us.

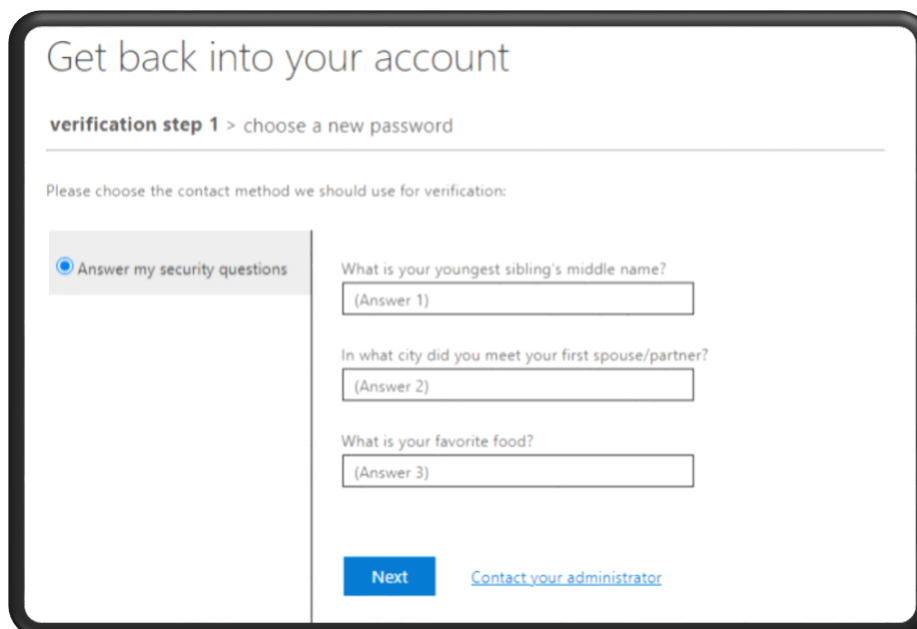
I know my password, but still can't sign in

This might happen because you tried signing in with an incorrect password too many times. If you choose this option, you'll keep your existing password and we'll unlock your account so you can sign in again.

Next

Two large green arrows point from the right towards the radio button and the Next button.

7) Type in the answers to the three security questions you set up. Click Next.



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Answer my security questions

What is your youngest sibling's middle name?

(Answer 1)

In what city did you meet your first spouse/partner?

(Answer 2)

What is your favorite food?

(Answer 3)

Next [Contact your administrator](#)

- 8) Choose your new password and confirm it.
Click Finish.



The screenshot shows the COBORNS INC logo at the top left, with the text "est. 1921 employee owned" below it. The main heading is "Get back into your account". Below this, it says "verification step 1 ✓ > choose a new password". There are two input fields: the first is labeled "* Enter new password:" and the second is labeled "* Confirm new password:". A blue button labeled "Finish" is at the bottom left. Two large green arrows point to the right, one pointing to the first input field and the other pointing to the "Finish" button.

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Get back into your account

verification step 1 ✓ > choose a new password

* Enter new password:

* Confirm new password:

Finish