LOJIC Horizon Network Self Service Password Reset

To **reset** your LOJIC Horizon password because it is not working or you cannot remember it, Click **reset it now** or **Forgot my password**. You can also go to this link: <u>https://passwordreset.microsoftonline.com/</u>

 ✓ ipoole@lojic.org Enter password 	In e-mail field, enter <u>userID@lojic.org</u> . Example: jpoole@lojic.org	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 or audio below.
Your account or password is incorrect. If you don't remember your password, reset it now. Password IP Forgot my password Sign in	Enter in captcha (not case- sensitive).	Email or Lisermane:* userD@lojc.org Example: user@contosis.comicrosoft.com or user@contosis.com for yog yog Enter the characters in the picture or the words in the audio, * Not Cancel

For **verification step 1**, Select **Text my mobile phone** or **Call my phone** with an automated code. The last twodigits of the phone number stored by Microsoft are shown. Select the appropriate method for verification and enter in the full 10-digit phone number. (Example: **5025406223**)

Click the **blue button** under the entered phone number.



Enter new password and **confirm** by typing again. Password Requirements:

- Between 16 and 30 characters
- At least one upper case letter (A-Z)
- At least one lower case letter (a-z)
- First character must be a letter
- At least one number (0-9)
- Include at least one of these special characters: _ ! # %
- No spaces
- Cannot be the same as current password
- Cannot be your username

This message will appear if successful.



Please contact the MSD Helpdesk at 502-540-6200 if problems are encountered.

