

Quản lý tài khoản Microsoft 365

- [THAY ĐỔI MẬT KHẨU](#)
- [QUÊN MẬT KHẨU - LẤY LẠI MẬT KHẨU](#)

THAY ??I M?T KH?U

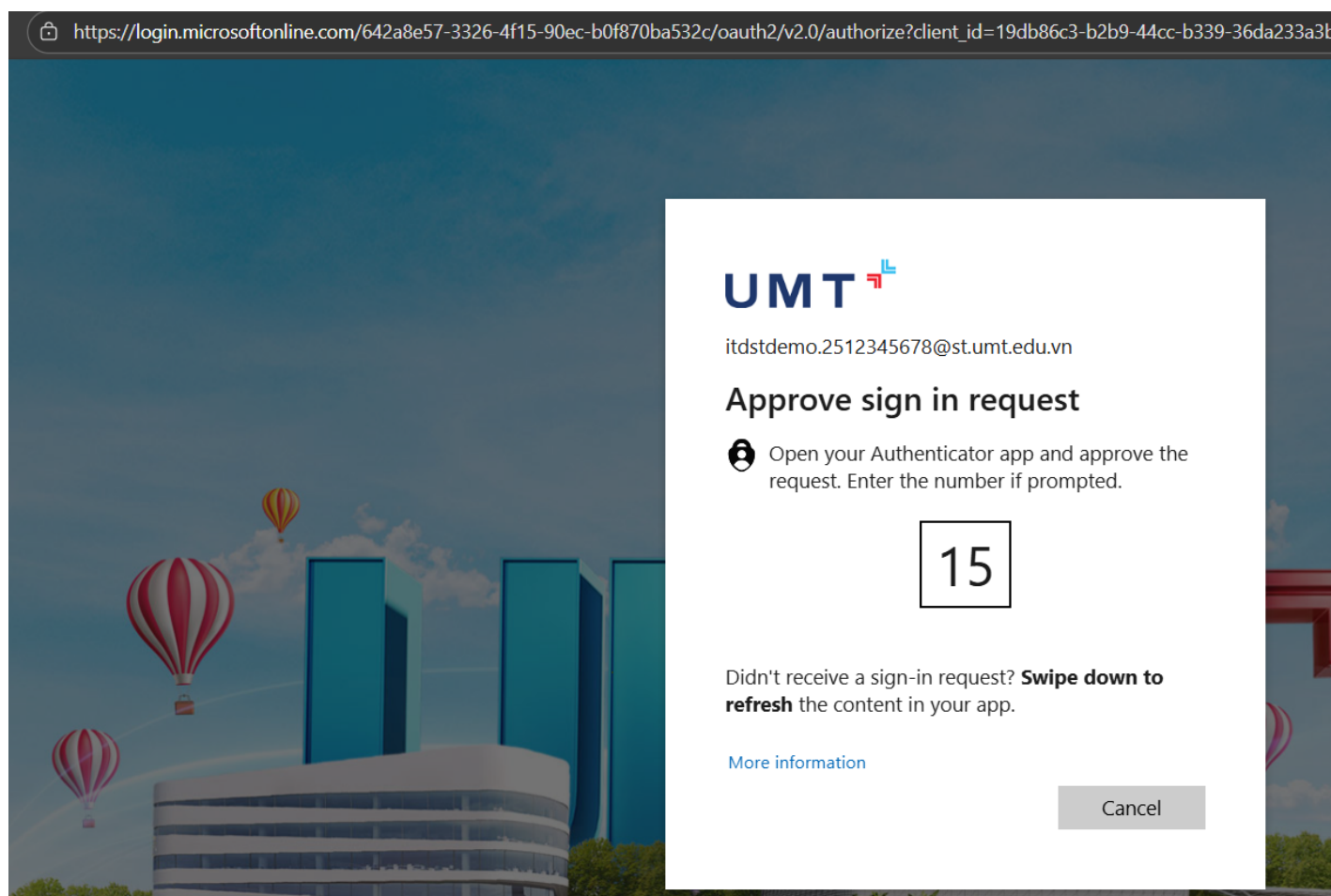
Bước 1: Để thay đổi mật khẩu hiện tại, chọn vào tài khoản --> chọn **view account**

The screenshot shows the Microsoft 365 Copilot interface. On the left, the user profile for 'itdstdemo.251234..' is visible, with a red box highlighting the 'View account' link. The main content area is titled 'Apps' and features a grid of application tiles including Outlook, Word, Excel, PowerPoint, OneNote, OneDrive, Teams, and SharePoint. Below this, there are sections for 'Use across Teams, Outlook, and Microsoft 365 Copilot' and 'Explore by category'.

Bước 2: Chọn **Change password** để tiến hành đổi mật khẩu.

The screenshot shows the 'My Account' page. The left sidebar lists various account management options, with 'Change password' highlighted by a red box. The main content area features a large profile card for 'UMT ITD ST DEMO' with the email 'itdstdemo.2512345678@st.umd.edu.vn'. Below the profile card are four tiles: 'Security info', 'Change password', 'Devices', and 'Organizations', each with a brief description and a link to manage the respective area.

Bước 3: Hệ thống yêu cầu xác thực qua **Microsoft Authenticator** --> Mở ứng dụng **Microsoft Authenticator** trên điện thoại và nhập số hiển thị trên trình duyệt.



Bước 4: Nhập mật khẩu với --> chọn Submit để hoàn tất thay đổi mật khẩu.

UMT ITD ST DEMO
itdstdemo.2512345678@s...

- My Account
- Overview
- Security info
- Devices
- Change Password
- Organizations
- Settings & Privacy
- Recent activity
- My Apps
- My Groups
- My Access

Security info

These are the methods you use to sign into your account or reset your password.

You're using the most advisable sign-in method where it applies.

Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification

+ Add sign-in method

Password

Microsoft Authenticator
Push multi-factor authentication

Lost device? [Sign out everywhere](#)

Change your password

User ID
itdstdemo.2512345678@st.umd.edu.vn

New password

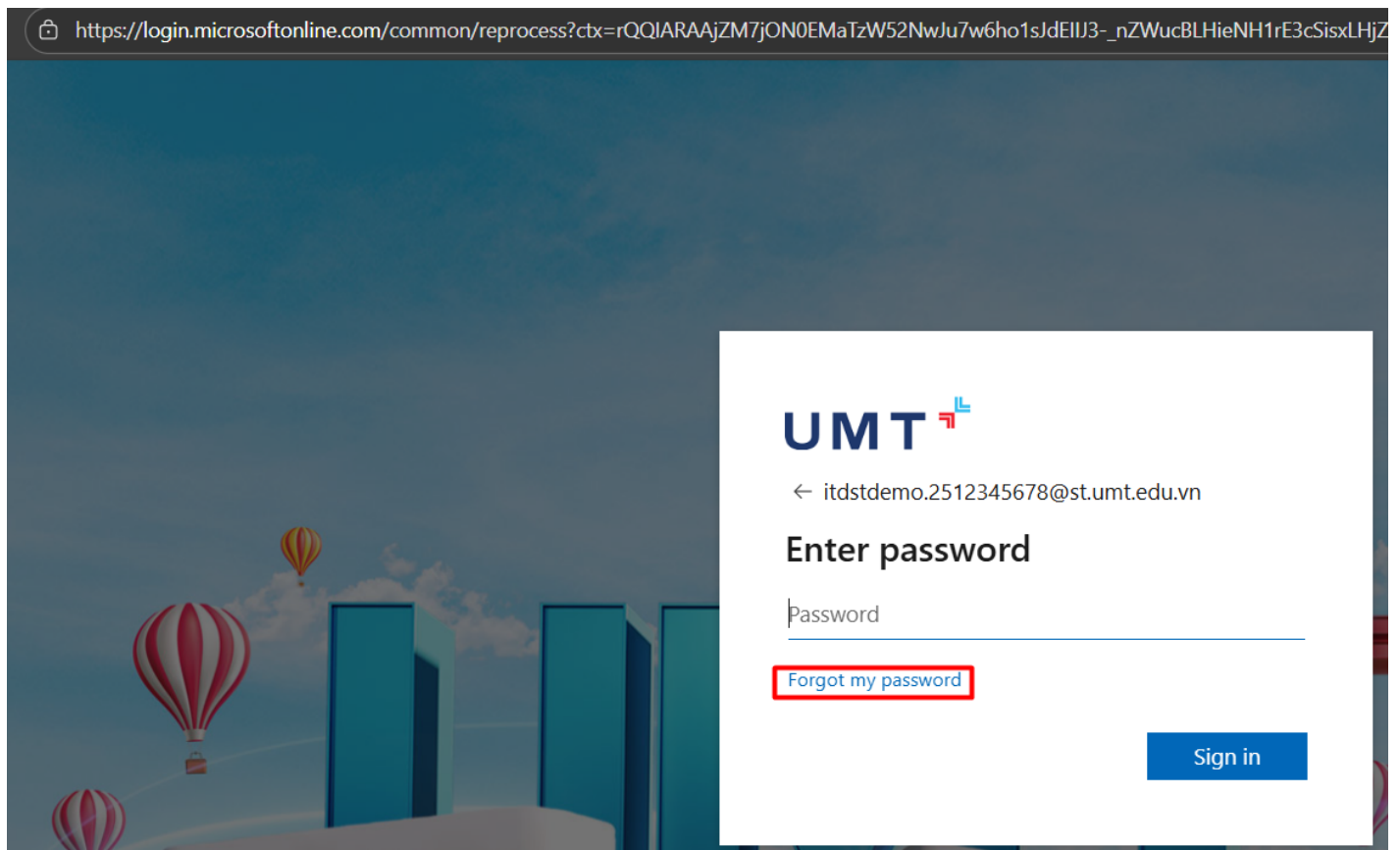
Confirm new password

Cancel

Submit

QUÊN MẬT KHẨU - LỰY LỰI MẬT KHẨU

Bước 1: Chọn **Forget** nếu quên mật khẩu.



Bước 2: Nhập mã bảo mật như trong hình hiển thị --> chọn **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 or audio below.

Email or Username: *

itdstdemo.2512345678@st.umat.edu.vn

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



GDYHPV

Enter the characters in the picture or the words in the audio. *



Next

Cancel

Bước 3: Chọn **Sent Notification** để gửi đến app **Microsoft Authenticator** trên điện thoại.



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Approve a notification on my authenticator app

Send a notification to your authenticator app on your mobile device.

Send Notification

Cancel

Bước 4: Mở **Microsoft Authenticator** trên điện thoại xác thực số như trên màn hình xuất hiện.



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Approve a notification on my authenticator app

Approve the notification we're sending to your app by entering the number shown below.

94

Cancel

Bước 5: Nhập mật khẩu mới --> chọn **Finish** để hoàn tất.

← ↻ 🔒 <https://passwordreset.microsoftonline.com/?ru=https%3a%2f%2flogin.microsoftonline.com%2fcommon%2freproces>

The logo for UMT (University of Management and Technology) features the letters 'UMT' in a bold, dark blue sans-serif font. To the right of the letters is a stylized icon consisting of three L-shaped blocks in blue and red, arranged to suggest a corner or a digital interface element.

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

Password strength

* Confirm new password:

Finish Cancel

A strong password is required. Strong passwords are 8 to 256 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.