

# **GBS Password Guidance**

This article is an additional guidance document on passwords. This guidance applies to all GBS users, and third parties required to authenticate with GBS IT systems and services. GBS Users include staff, students, visitors, and other associate roles.



#### Change of Passwords:

- All users must change their passwords when you know (or suspect) it has been compromised. All GBS users, members and third party shall notify IT Services, if they know or suspect that their password has been compromised.
- GBS users should not reveal or disclose password or MFA additional factor (like OTP) with any other person including system administrators, security staff and management.
- GBS users shall reset their own passwords wherever possible in systems used by them.
- It is recommended to provide a password reset/initiation link through employee's personal email id during the initial time of joining or in the first day of joining.



### How to change password:

This article teaches you how to change your GBS Account Password.

**1.Go to My Security Info (**<u>https://mysignins.microsoft.com/security-info</u>) on your browser and if you're not already signed in, sign in with the username and current password for the account you want to update. Based on authentication policies and scenario, it may ask for current password or multifactor authentication.

### 2. From the Password row, select Change.

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#### 3.On the Change your password page, enter your new password.

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## 4.Select Submit.

Post Pressing submit button, password gets changed.

Contact IT Support for further assistance.