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**26<sup>th</sup> February 2021**

**Re: Office 365 Self-Service Password Reset**

Dear all Parents/Carers

In order to assist with remote learning, you will be given the option to set up your child's Office 365 account for self-service password resets from Monday 1<sup>st</sup> March.

This facility has been introduced by Microsoft to speed up the process of resetting passwords.

Setting up self-service passwords is a secure and fairly simple process which you will be prompted to do directly from your logon screen from Monday, however you may find the guide sent in conjunction with this letter useful for further information.

Please note: Self-service password resets are optional and our school offices will still be able to assist you by directing your requests to our Trust IT provider in the event that you require assistance with this matter.

Thank you for your support.

Yours sincerely

Amarjit Cheema OBE