How to Change Your Login Password? How to Reset a Forgotten Password?

The methods described below cannot be used to change **passwords for DBSIS**, **ESAUGA**, **and the EDINA study system**. These systems have separate logins. You can change the DBSIS system password by following the instructions on the system's login page. For a forgotten EDINA password, you can contact via email: **edina@kvk.lt**.

1. Log in to https://aka.ms/sspr (https://ssp.kvk.lt/) or select "Forgot my password" on the Microsoft 365 login page.



2. Enter your institutional email address (n.surname@kvk.lt or nam.surname@kvkedu.lt) and the provided characters in the designated fields. Click **Next**.

	KLAIPEDA STATE UNIVERSITY OF APPLIED SCIENCES
	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.
1.	Email or Username: * var.pavardenis@kvkedu.lt Example: user@contoso.onmicrosoft.com or user@contoso.com
	* 2 2
2.	5XDYS Enter the characters in the picture or the words in the audio. *
3.	Next Cancel

3. Select "I forgot my password" and click Next.



4. Choose how you want to change (reset) your password: using your **personal email** or **phone number**. Either method or both will work only if you have added additional **email (phone number)** to your account. You can update or add this information here: https://aka.ms/ssprsetup (https://sspsetup.kvk.lt/).



All students are assigned personal emails that were provided during admission.

Changing (Setting) the Password Using a Personal Email

1. Select "Email my alternate email" and click Email.

	KLAIPEDA STATE UNIVERSITY OF APPLIED SCIENCES	
	Get back into yo	our account
	verification step 1 > choose	a new password
	Please choose the contact method we	e should use for verification:
1.	Email my alternate email	You will receive an email containing a verification code at your alternate email address (vp*******@gmail.com).
	O Text my mobile phone	
	Call my mobile phone	2. Email

2. You will receive an email with a **verification code** in your personal email inbox. Enter this code in the provided field. Click **Next**.

verification step 1 > choose a new password						
Please choose the contact method we should use for verification:						
Email my alternate email	We've sent an email message containing a verification code to your inbox.					
\bigcirc Text my mobile phone	292207					
○ Call my mobile phone	2. Next Are you having a problem?					

3. Enter a new password. The password must be at least 8 characters long (uppercase and lowercase letters, numbers, special characters). Click Finish.



Changing (Setting) the Password Using a Phone Number

1. Select **"Text my mobile phone"**. Enter your phone number starting with **+370...** and click **Text**.



2. You will receive an **SMS with a verification code**. Enter the code in the provided field and click **Next**.

Please choose the contact method we should use for verification:							
O Email my alternate email	alternate email We've sent you a text message containing a verification code to your phon						
• Text my mobile phone	939873						
○ Call my mobile phone	2. Next Try again Contact your administrator						

3. Enter a new password and click **Finish**.

	verification step 1 > choose a new password	
1.	* Enter new password:	Get back into your account
2	* Confirm new password:	Your password has been reset
3.	Finish Cancel	

How to Change or Set Up Password Recovery Email or Phone Number?

You can update your password recovery methods information or add additional methods (phone number, email address, or authentication using the Microsoft Authenticator app) at any time.

Changing Password Recovery Methods Information

- 1. Log in to https://aka.ms/ssprsetup (https://sspsetup.kvk.lt/).
- 2. Click Change next to the information you want to edit.

Sec	Security info					
These	are the methods you use to sign into your ac	count or reset your password.				
You're Sign-in m	using the most advisable sign-in method w ethod when most advisable is unavailable: Phone - text +370	where it applies.				
+ A	dd sign-in method		1			
S	Phone	+370	Change	Delete		
•••	Password	Last updated: 13 minutes ago	Change			
	Email	@gmail.com	Change	Delete		
Lost de	Lost device? Sign out everywhere					

Editing Phone Number:

- 1. Enter a new phone number. Click **Next**.
- Enter the verification code received via SMS. If you didn't receive the code, click Resend code. Click Next.

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Phone >> You can prove who you are by receiving a code on your phone. What phone number would you like to use? Lithuania (+370) O0000003 Receive a code Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.	-	Phone We just sent a 6 digit code to +370 604341 Resend code	CEnter the code below.	-	Phone × Verification complete. Your phone has been registered. Done
Cancel Next					

Editing Email:

- 1. Enter a new email address. Click **Next**.
- 2. Enter the **verification code** received in your email inbox. Click **Next**.

Email	;	Email	×
What email would you like to use? @gmail.com Cancel Next		We just sent a code to vpavardauskas5@gmail.com 534257 Resend code Back Next	Email was successfully registered X Thu, 00 Aug 2024 10 47 27 GMT

1. To completely remove a password recovery method, click **Delete** and then **Ok**.

Security info These are the methods you use to si	gn into your account or reset your password.			
+ Add sign-in method			,	Delete email
& Phone	+370	Change	Delete	Are you sure you would like to delete this method for your account?
Password	Last updated: 19 minutes ago	Change		Ok Cancel
Email	@gmail.com		Delete	
.ost device? Sign out everywhere				

2. To add additional password recovery methods, click **Add sign-in method**, select the method you want to add, and click **Add**.

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