

# 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.

KVK

← var.pavardenis@kvkedu.lt


Enter password

Password

[Forgot my password](#)

Sign in

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

1.

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




2.

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

3.

3. Select „**I forgot my password**“ and click **Next**.



## Get back into your account

Why are you having trouble signing in?

1. ☒ I forgot my password

No worries, we'll help you to reset your password using the security info you registered with us.

☐ I know my password, but still can't sign in

This might happen because you tried signing in with an incorrect password too many times.  
If you choose this option, you'll keep your existing password and we'll unlock your account so you can sign in again.

2.

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**.

**KVK**

### Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

1. ☒ Email my alternate email  
You will receive an email containing a verification code at your alternate email address (i @gmail.com).
- ☐ Text my mobile phone
- ☐ Call my mobile phone
- ☐ Approve a notification on my authenticator app
- ☐ Enter a code from my authenticator app

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.

☐ Text my mobile phone

☐ Call my mobile phone

1. 292207

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**.

verification step 1 ✓ > choose a new password

\* Enter new password:

1. ....

\* Confirm new password:

2. ....

3. Finish Cancel

Get back into your account  
✓ Your password has been reset

## Changing (Setting) the Password Using a Phone Number

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

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☐ Email my alternate email

1. ☒ Text my mobile phone

☐ Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (\*\*\*\*\*03) below. You will then receive a text message with a verification code which can be used to reset your password.

2. +37000000003

3. 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:

☐ Email my alternate email

☒ Text my mobile phone

☐ Call my mobile phone

We've sent you a text message containing a verification code to your phone.

1. 939873

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: [password field]

2. \* Confirm new password: [password field]

3. **Finish** Cancel

Get back into your account  
✓ Your password has been reset

## 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.

## 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: Phone - text +370

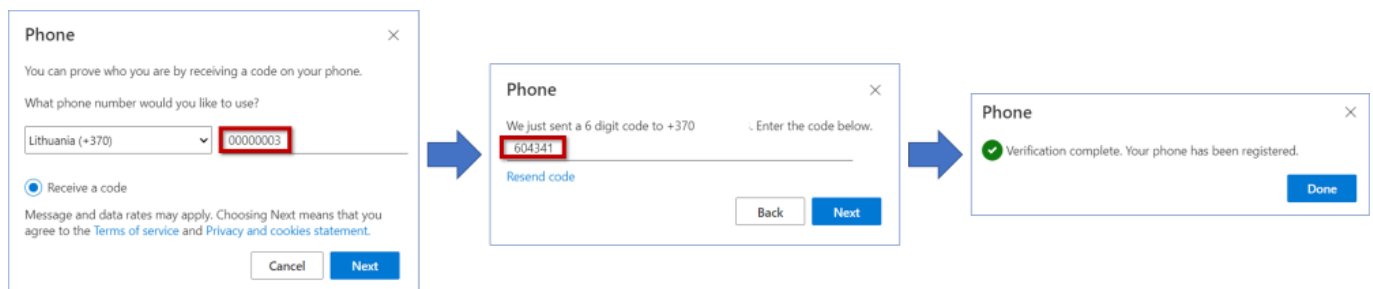
+ Add sign-in method

Phone	+370	<b>Change</b>	Delete
Password	Last updated: 13 minutes ago	<b>Change</b>	
Email	@gmail.com	<b>Change</b>	Delete

Lost device? [Sign out everywhere](#)

### Editing Phone Number:

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

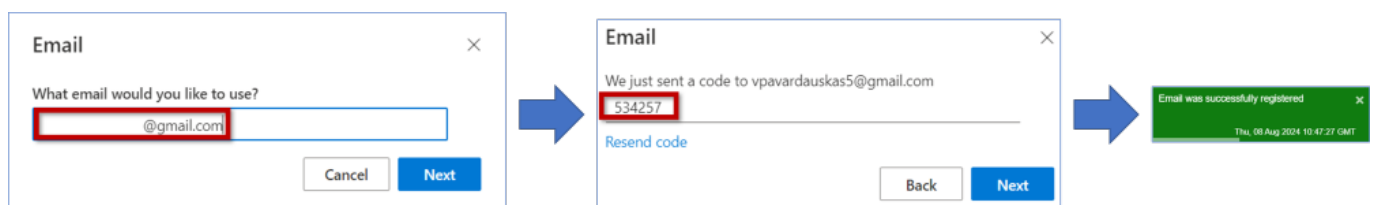


The flowchart illustrates the process of editing a phone number in three steps:

- Step 1:** A dialog box titled "Phone" with the text "You can prove who you are by receiving a code on your phone." It asks "What phone number would you like to use?" and shows a dropdown for "Lithuania (+370)" and a text input field containing "000000003" (highlighted with a red box). There is a "Receive a code" radio button selected and a "Next" button.
- Step 2:** A dialog box titled "Phone" with the text "We just sent a 6 digit code to +370" and "Enter the code below." It shows a text input field containing "604341" (highlighted with a red box) and a "Resend code" link. There are "Back" and "Next" buttons.
- Step 3:** A dialog box titled "Phone" with a green checkmark and the text "Verification complete. Your phone has been registered." It has a "Done" button.

### Editing Email:

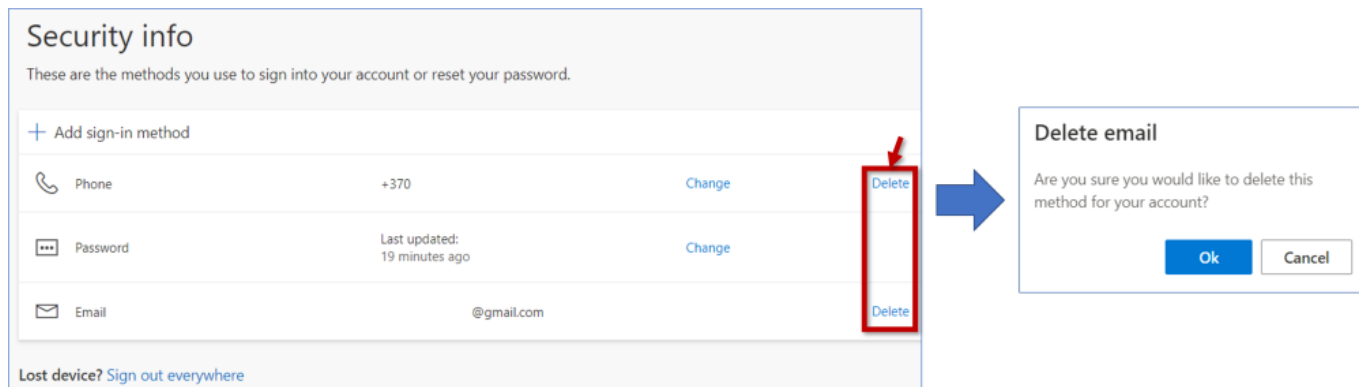
1. Enter a new email address. Click **Next**.
2. Enter the **verification code** received in your email inbox. Click **Next**.



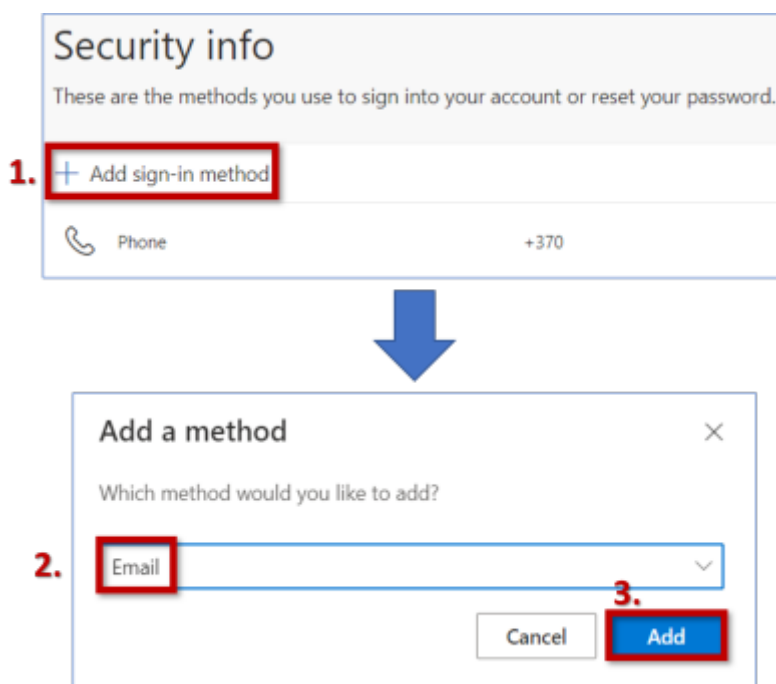
The flowchart illustrates the process of editing an email address in three steps:

- Step 1:** A dialog box titled "Email" with the text "What email would you like to use?" It shows a text input field containing "@gmail.com" (highlighted with a red box) and a "Next" button.
- Step 2:** A dialog box titled "Email" with the text "We just sent a code to vpavardauskas5@gmail.com" and "Enter the code below." It shows a text input field containing "534257" (highlighted with a red box) and a "Resend code" link. There are "Back" and "Next" buttons.
- Step 3:** A green notification box titled "Email was successfully registered" with the text "Thu, 08 Aug 2024 10:47:27 GMT".

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



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



From:  
<https://vikis.kvk.lt/> - KVK Vikis

Permanent link:  
<https://vikis.kvk.lt/doku.php?id=en:slaptazodis>

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