**User Password Reset using SSPR** 



New Zealand Government

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# More information

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# Self Service Password Reset Portal (SSPR)

Register the user account for SSPR.

1. Open Chrome or Edge Browser in Incognito or InPrivate mode Right Click and select Incognito



2. Go to

https://aka.ms/ssprsetup

3. Enter the user name usually it will be <firstname>.<lastname>@nzta.govt.nz e.g - rajesh.kumar@nzta.govt.nz

Microsoft Azure	
Microsoft Sign in to continue to Microsoft Azure firstname.lastname@nzta.govt.nz No account? Create one! Can't access your account?	
Sign in with GitHub	

- 4. Enter the password which is used currently to login to the application
- 5. Click next on this prompt

WAKA NZ TRAN AGENCY	KOTAHI			
saptest1@nzta	a.govt.nz			
More inf	ormatior	n require	d	
Your organisat your account s	tion needs mor secure	e information	i to keep	
Use a different	t account			
Learn more				
			Next	

6. Click Next for the below screen

	Method	1 of 2: App
		2
	App	Phone
	Start by getting the app	
•	Start by getting the app On your phone, install the Microsoft After you install the Microsoft Auth I want to use a different authenticat	t Authenticator app. Download now anticator app on your device, choose "Next". or app

 Setup the Authenticator App on your Mobile phone. Go to Play Store or App store and download Microsoft Authenticator App. If its already installed, Open the App. Click Next for the below screen

You	ur organisation requires you to set up	the following methods of	proving who you are.
	Metho App	od 1 of 2: App	2 Phone
Microso	oft Authenticator Set up your account If prompted, allow notifications. T	hen add an account, and s	elect "Work or school". Back Next

- 8. On the phone App, Touch the three dots on the right top of the App and select "+ Add account" option.
- 9. Select Work or Office Account, Select Scan QR Code
- 10. Scan the QR Code on the screen and click Next

Keep your a	ccount secure
Your organisation requires you to set up th	ne following methods of proving who you are.
Method	1 of 2: App
Дрр	2 Phone
Microsoft Authenticator	
Scan the QR code	
Use the Microsoft Authenticator app to scan the app with your account.	QR code. This will connect the Microsoft Authenticator
After you scan the QR code, choose "Next".	
Can't scan image?	
	Back
want to set up a different method	

11. Approve the notification on the Phone when its prompted.

Keep your acco	unt secure wing methods of proving who you are.
Method 1 of 2: App	App 2 Phone
Microsoft Authenticator	Back Next
I want to set up a different method	

12. Now setup the Text Option

	d 2 of 2: Phone
0	
App	Phone
Phone	
You can prove who you are by answering a call on	your phone or texting a case to your phone.
What phone number would you like to use?	
New Zealand (+64)	210
Text me a code	
Text me a code     Call me	
Text me a code	

13. Enter the SMS code on the prompted screen.

14. Click Next once its verified.

you to set up the following methods of proving who you are.	
Method 2 of 2: Phone	
Phone	
jistered successfully.	
	lext
istered successfully.	P

15. Click Done on the confirmation screen.

Vour organisation requires you to set up the following methods of proving who you are.		Keep your account secure	
Method 2 of 2: Done $\overrightarrow{App}$ Phone Success! Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method: $\overrightarrow{V}$ Phone +64.21 $\overrightarrow{V}$ Microsoft Authenticator		Your organisation requires you to set up the following methods of proving w	no you are.
App Phone Phone Success!  Great job! You have successfully set up your security info. Choose "Done" to continue signing in.  Default sign-in method:  Phone +64.21  Microsoft Authenticator		Method 2 of 2: Done	
Success! Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method: Phone +64 21 Control Authenticator		App Phone	
Great job! You have successfully set up your security info. Choose "Done" to continue signing in.  Default sign-in method:  Phone +64 21  Microsoft Authenticator	Suc	ccess!	
Default sign-in method: Phone -64 21 Microsoft Authenticator	Great	job! You have successfully set up your security info. Choose "Done" to continue si	gning in.
Phone +64 21	Defau	alt sign-in method:	
Microsoft Authenticator	S	Phone +64 21	
	٢	Microsoft Authenticator	
	$\circ$		
Microsoft Authenticator	A	C	
Done	٢	Granization Construction Constr	

16. Click on No

saptest1@nzta.govt.nz
Stay signed in?
Do this to reduce the number of times you are asked to sign in.
Don't show this again
No <u>Yes</u>

17. Logout of the portal using the option



18. You have successfully signed up for SSPR.

# How to Reset Password using SSPR Portal.

1. Open Chrome or Edge Browser in Incognito or InPrivate mode Right Click and select Incognito



2. Go to

#### https://aka.ms/sspr Make Sure you see WAKA Kotahi Banner

Enter the user name usually it will be <firstname>.<lastname>@nzta.govt.nz

e.g - rajesh.kumar@nzta.govt.nz

And the Captcha verification Click Next



To recover your account, begin by entering your email address or username and the characters in the picture or audio below.



3. Select the option I've forgotten my password and click next



Next Cancel

4. Choose Send Text to my mobile phone and click Next



Cancel

#### 5. Enter the Phone number



#### 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:

 • Send a text to my mobile phone number
 • Call my mobile phone number
 • Call my mobile phone number
 • Approve a notification on my authenticator app
 • Deter a code from my authenticator app
 • Deter a code from my
 authenticator app
 • Cancel
 In order to protect your account, we need you to enter your complete mobile none number (\*\*\*\*\*\*\*\*57) below. You will then receive a text message with a verification code which can be used to reset your password.

#### 6. Enter the code and Click Next



7. Select Approve a notification on my Authenticator app.

NZ TRANSPORT AGENCY			
Get back into ye	our account		
verification step $1 \checkmark >$ <b>verific</b>	ation step 2 > choose a new password		
Please choose one second contact me Approve a notification on my authenticator app Onter a code from my authenticator app	thod we should use for verification: Enter the code displayed in your authenticator app. Enter your verification code		

8. Click on Send Notification. Have the phone handy and touch the Approve option on the phone.

VAKA KOTAHI NZ TRANSPORT AGENCY	
Get back into yo	our account
verification step 1 <> verification step 2 > choose a new password	
Please choose the second contro met Approve a notification on my authenticator app Center a code from my authenticator app	hod we should use for verification: Send a notification to your authenticator app on your mobile device.
Cancel	

9. Now Enter the new password as below, Minimum 12 characters with 2 caps, lower and 2 special character and 2 numbers



Cancel

10. You will get the confirmation as below,



11. Allow 30 mins for replication and test the new password on the Application.