Self-Service Password Reset Is Now Available

Ocean County College is making it easier than ever for you to reset your password if you ever forget it. We have collaborated with Microsoft to use their Self-Service Password Reset utility.

In order for you to use the Self-Service Password Reset feature, you will first need to register for the service. You will need to provide your mobile phone number and/or (non-ocean.edu) email address so we can verify who you are.

Please note that you will need access to the phone and/or email address that you provide during the registration process.

Once you are enrolled, you will receive notifications every 180 days reminding you to check to make sure that your enrollment email and/or phone number is still current.

If you have any issues registering, please use the following contact information:

Faculty and Staff Helpdesk - 732-255-0400 extension 2144
Student Helpdesk - 1-844-344-3113 (8am-5pm Mon-Fri) or 1-866-861-1122 (After hours)

How do I register?

To begin, go to passwordregistration.ocean.edu in your web browser.

Enter or click on your email address, depending on which screen you see.
You will be redirected to the Ocean Connect login page. Log in using your existing username@ocean.edu and password.

![Ocean Connect login form]

You can now choose to register your mobile phone, your personal email, or both.
Option 1: Register your mobile phone to reset your password

After logging in on the previous page, click on the Set it up now option next to “Authentication Phone is not configured”.

Enter your country and your phone number in the spaces provided. You can now choose to hit the text me or the call me button, depending on which you’d prefer.

Within a few minutes, you’ll receive a text or a phone call with a verification code.
Enter the verification code on the setup page and then click the **verify** button.

You should now see a green check mark for the phone option.

![Authentication Phone is set to 732-123-4567](image)

If you forget your password, you can visit [http://passwordreset.ocean.edu](http://passwordreset.ocean.edu) to reset or unlock your account via your mobile phone.

If you would also like to register your personal email address, see Option 2, below.
Option 2: Register your personal email to reset your password.

**NOTE:** You cannot use your ocean.edu email address to register. You will need to use your personal email address (i.e. gmail.com, outlook.com, etc.)

Click on the **Set it up now** option next to “Authentication Email is not configured”.

Once you have entered your personal email address in the space provided, click the button for **email me**.

Now log into your personal email account that you provided in the previous step. There should be an email from Microsoft Online Services Team. (If you do not see the email in your inbox within a few minutes, check your SPAM folder.)
The email will contain your verification code.

Go back to the Account Verification Setup page. Enter the verification code and hit verify.

You should now see a green check mark for the email option.

✅ Authentication Email is set to yourpersonalemail@gmail.com

If you forget your password, you can visit http://passwordreset.ocean.edu to reset or unlock your account via your personal email account.