If you previously contact information for the Office 365 Self-Service Password Reset tool and your contact information (phone number or email address) has changed, you can use the following steps to update your information.

**How do I update my contact data for the self-service password reset tool?**

1. Go to [http://aka.ms/ssprsetup](http://aka.ms/ssprsetup). A window similar to the following appears.
2. Sign in with your Office 365 credentials. A window similar to the following appears.

3. Click **Profile**. A window similar to the following appears.

4. Click **Register for Password Reset**. A listing of your specified contact preferences should appear.
5. Click **Change** to change the desired contact preference.
6. Update your registered contact information.
7. Click **Finish**.