

Setting-Up Additional Security Info for your GJU Account

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German Jordanian University

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Why?

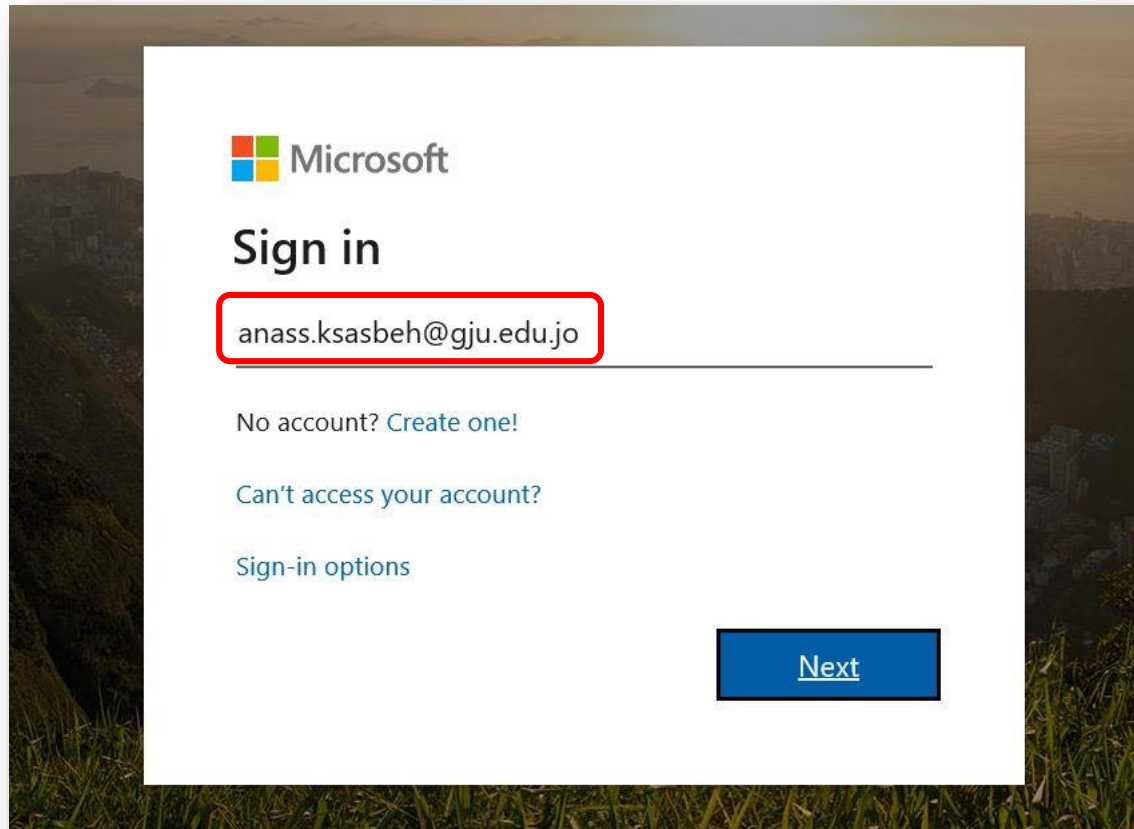
Phishing is a malicious attack where an email looks like it was sent from a familiar source, but it attempts to collect your personal information.

No one wants to become compromised by hackers or malware!

Use this guide to help you protect your GJU account and recover it in case of forgotten or leaked password.

GJU offers Self-Service Password Reset (SSPR)

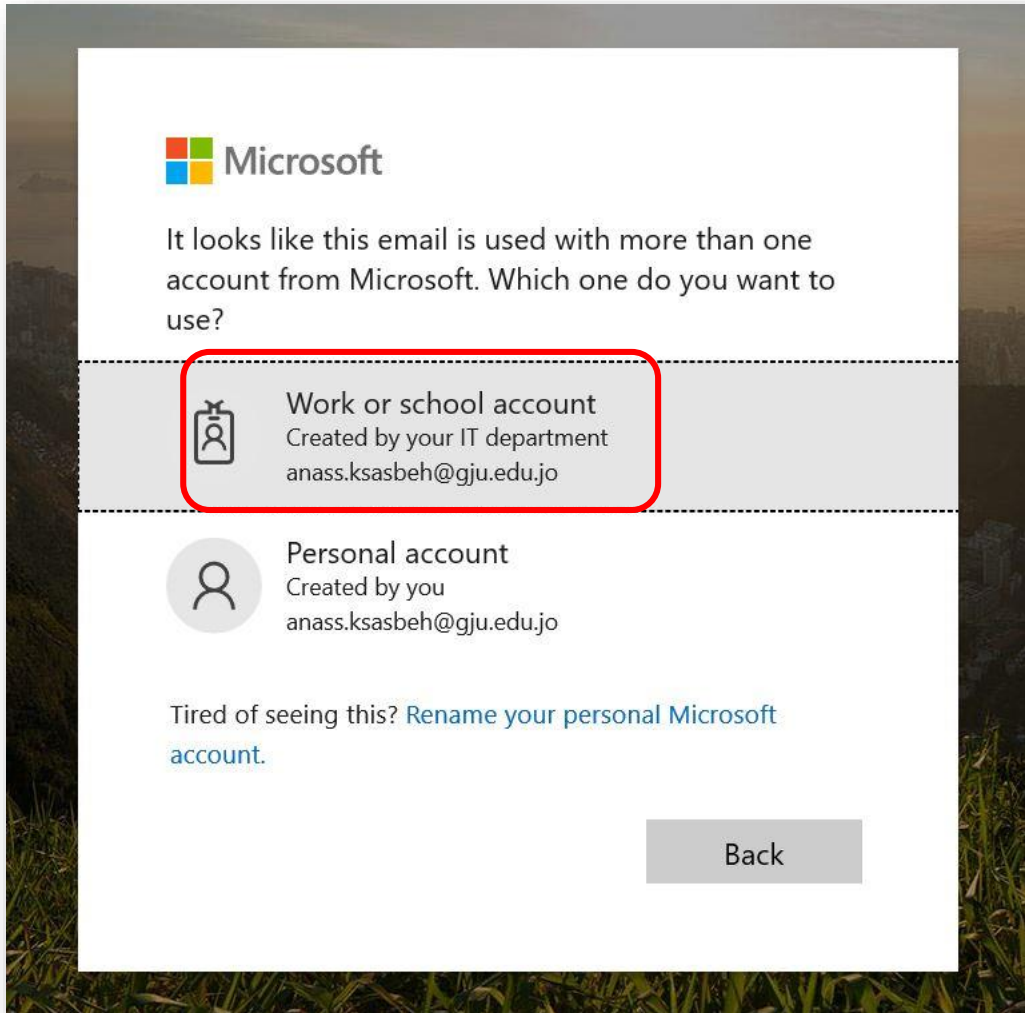
Setting-Up Additional Security Info for your GJU Account



Step 1: Open this [link](#) using your Internet browser in a Private/Incognito mode.

Then sign-in using your full GJU email account.

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Step 2: In this page click on Work or school account

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← anass.ksasbeh@gju.edu.jo

Enter password

Password

[Forgot my password](#)

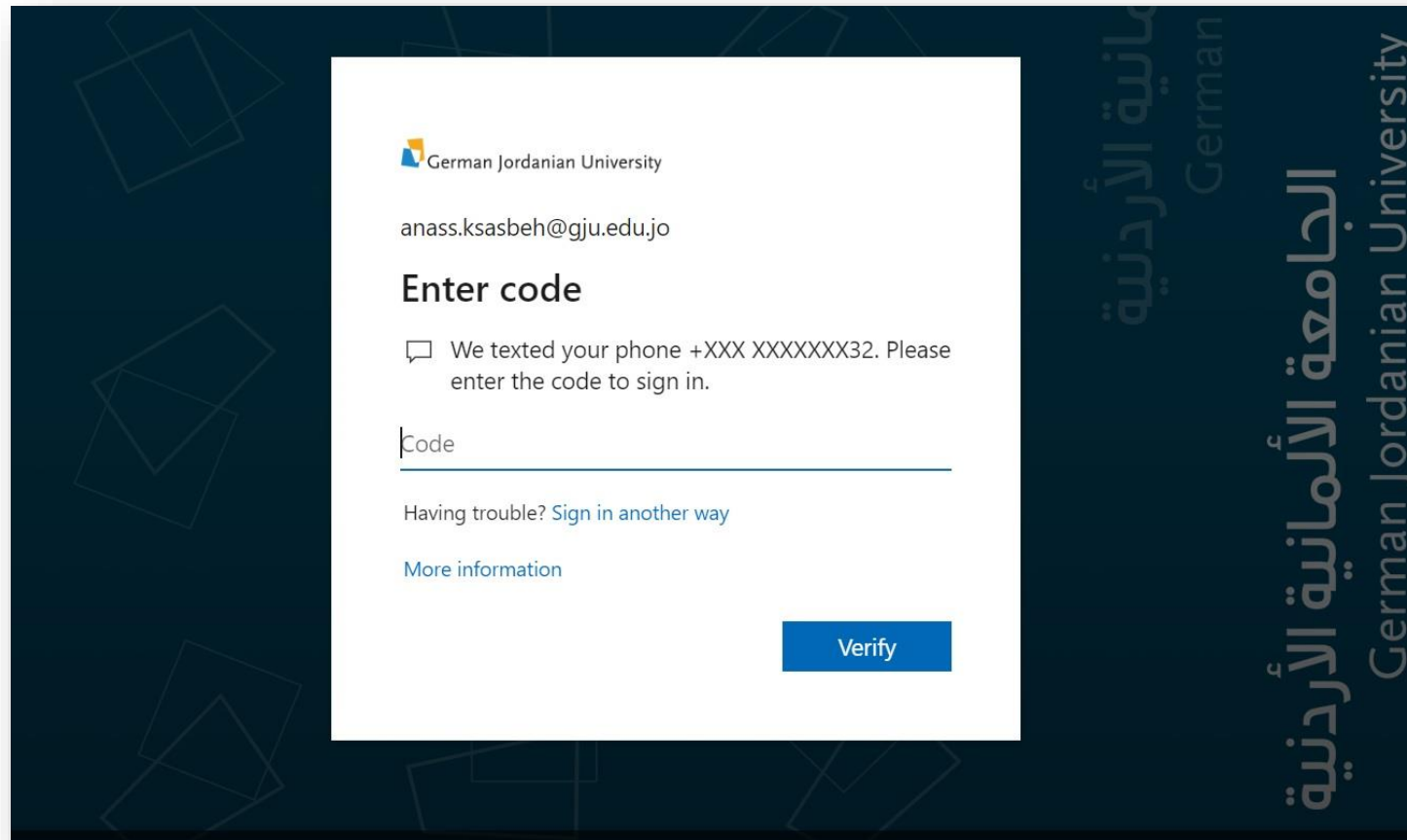
Sign in

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Step 3: In this page make sure that you can see GJU logo and GJU background as shown in the figure.

Enter your password, Click Sign in

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Enter code

We texted your phone +XXX XXXXXXXX32. Please enter the code to sign in.

Code

Having trouble? [Sign in another way](#)

[More information](#)

Verify

Step 4: If your phone number is preconfigured, you'll receive OTP (One-Time Password) to verify your login.

Enter the OTP then click on Verify

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Anass.Ksasbeh@gju.edu.jo | ?

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

- ⚠ Authentication Phone is set to [+962 790000000](#). Verify
- ⚠ Authentication Email is set to [anass.ksasbeh@gmail.com](#). Verify

[looks good](#) [cancel](#)

Step 5: After verifying your login, you can see your recovery phone number and email address, If you would like to change anyone of them, please click Verify. Otherwise click on Looks Good

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AnassTesting2@gju.edu.jo | ?

don't lose access to your account!

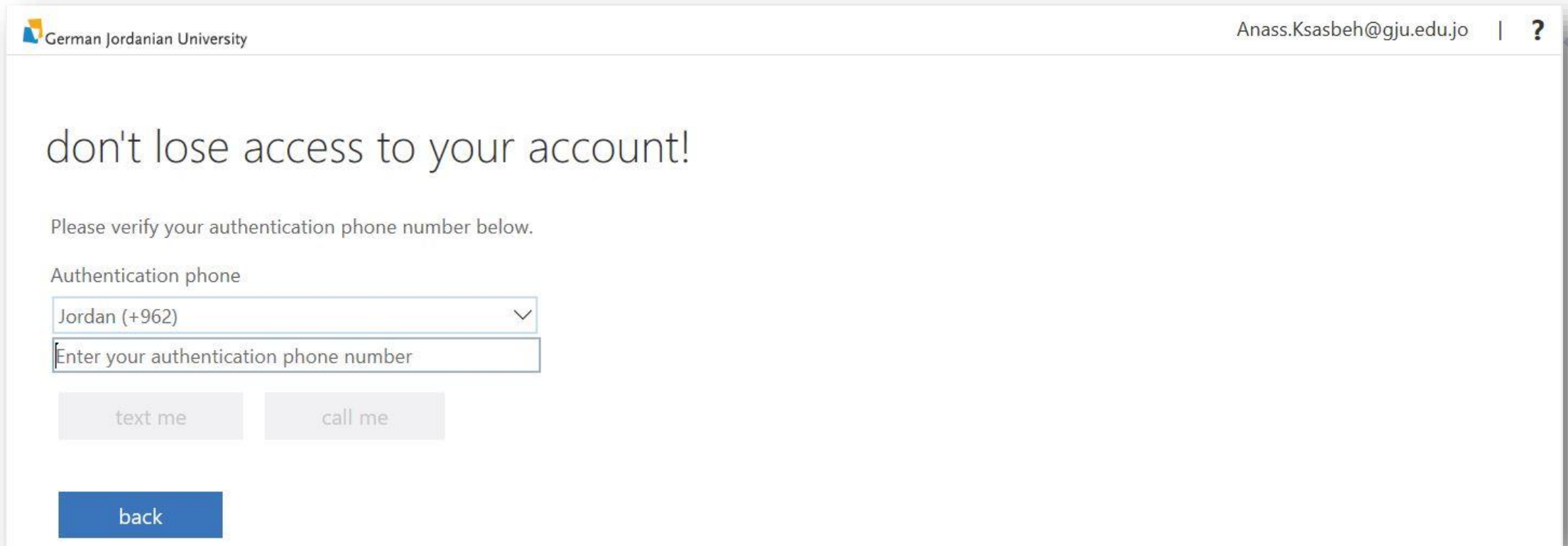
To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

- ! Authentication Phone is not configured. [Set it up now](#)
- ! Authentication Email is not configured. [Set it up now](#)

finish cancel

Step 6: If your security info isn't configured, this page will appear, so please set up a valid phone number and email account by clicking on [Set it up now](#).

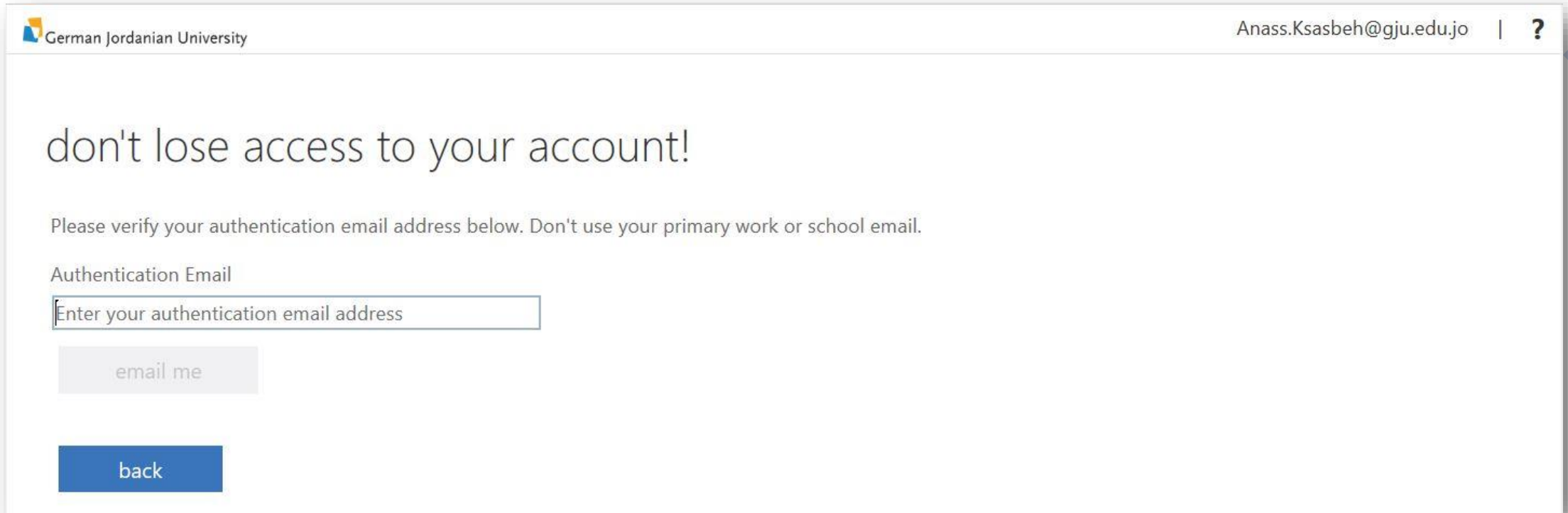
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The screenshot shows a web browser window with the German Jordanian University logo and name on the top left, and the email address Anass.Ksasbeh@gju.edu.jo and a help icon on the top right. The main content area has the heading "don't lose access to your account!" followed by the instruction "Please verify your authentication phone number below." Below this is a form with a dropdown menu for "Authentication phone" currently set to "Jordan (+962)", a text input field with the placeholder "Enter your authentication phone number", and two buttons labeled "text me" and "call me". At the bottom left of the form is a blue "back" button.

Step 7: Phone number could be written as 0799123456 or 799123456.

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The screenshot shows a web browser window with the German Jordanian University logo and name on the top left, and the user's email address 'Anass.Ksasbeh@gju.edu.jo' and a help icon on the top right. The main content area has the heading 'don't lose access to your account!' followed by the instruction 'Please verify your authentication email address below. Don't use your primary work or school email.' Below this is a form with the label 'Authentication Email' and a text input field containing the placeholder text 'Enter your authentication email address'. There are two buttons: a grey 'email me' button and a blue 'back' button.

Step 7: Its recommended to set up a frequently used private email address.


GJU Account Password Change / Reset Instructions

1. If you can login to your GJU email, please change your password using this link (<https://portal.office.com/account/#security>).
2. If you can't access your GJU email please reset your password using this link (<https://passwordreset.microsoftonline.com>).

Your new password should be complex according to the GJU password policy below:

- Password length should be at least (i.e., Minimum) eight characters.
- Password should contain capital and small letters, symbols and numbers. Example: Ahm&d5684
- Password should not contain any of your first or last name.

After successful password change, please wait up to 30 minutes then try to login to your MyGJU account.



Let's Work Together!

