



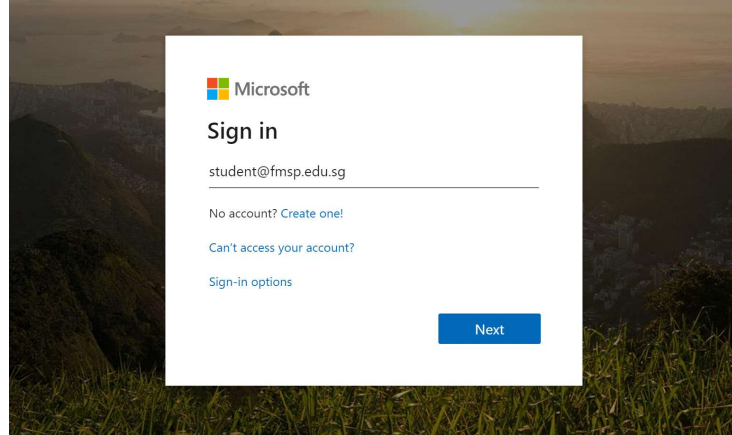
FAIRFIELD METHODIST SCHOOL (PRIMARY)

Logging in with default password and resetting password for Teams



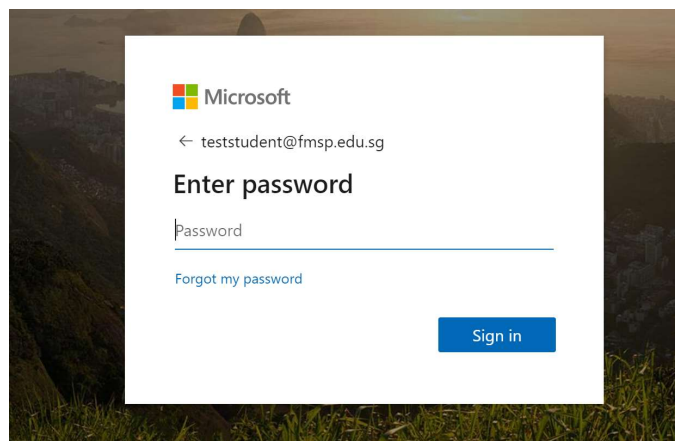
1. Login to Office Suite

- Go to portal.office.com



Login: (Your Username is the same as SLS + @fmsp.edu.sg.
For example: PAULIXXXA@fmsp.edu.sg)

2. Login using default password



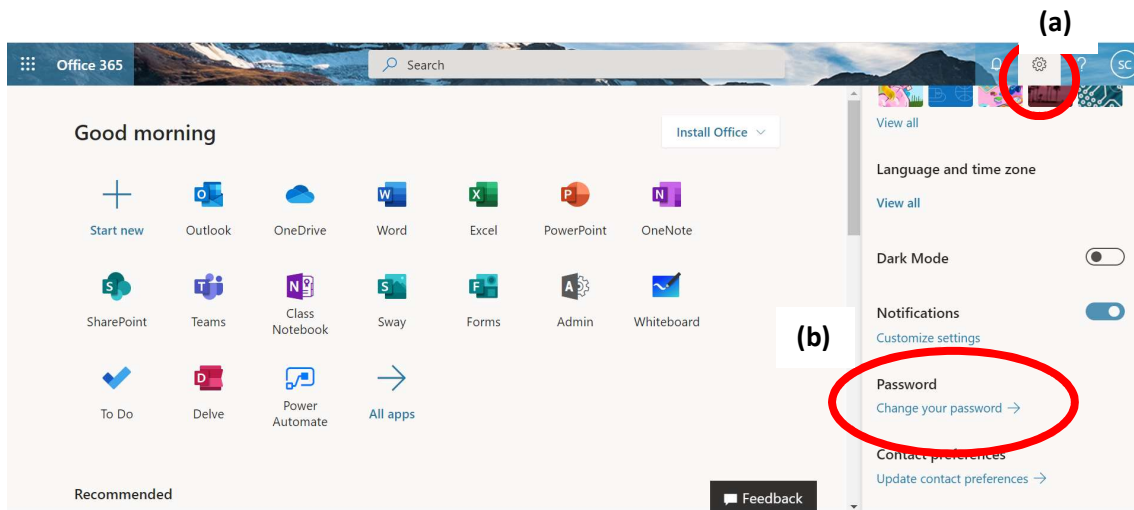
Password: the current password if it has been changed before this year



FAIRFIELD METHODIST SCHOOL (PRIMARY)

3. To change password

- Go icon highlighted below
- Scroll down to find "Change your password"



Key in new password

- Key in the default password. Please approach class teacher for default password if necessary.
- Key in your new password. Please remember choose a **strong** password that consists of at least 12 characters with a mixture of upper and lower case letters, numbers. You may choose to get your child to write down the new password at a secure location so that he/she can refer to it at home

change password

Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID
Chen_siyun@fmsp.edu.sg

Old password

Create new password

Password strength

Confirm new password

[cancel](#)



FAIRFIELD METHODIST SCHOOL (PRIMARY)

4. To Reset Password :

Sign in to your account

login.microsoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&redirect_uri=https%3A%2F%2Fwww.office.com%2Flanding...

Microsoft

Sign in

Email, phone, or Skype

No account? Create one!

Can't access your account?

Back Next

Sign-in options

Terms of use Privacy & cookies

12:46 pm 12/5/2021

Enter the Username and then click next

Sign in to your account

login.microsoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&redirect_uri=https%3A%2F%2Fwww.office.com%2Flanding...

Microsoft

teststudent1@fmisp.edu.sg

Enter password

Password

Forgot my password

Sign in

Windows Ink Workspace & cookies

12:55 pm 12/5/2021

Click forgot password



FAIRFIELD METHODIST SCHOOL (PRIMARY)

Microsoft Online Password Reset

Microsoft

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:
teststudent1@fmps.edu.sg
Example: user@contoso.onmicrosoft.com or user@contoso.com



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

Next Cancel

Microsoft ©2016 Microsoft Corporation

English (Singapore)
US keyboard

To switch input methods, press Windows key+Space.

12:56 pm
12/5/2021

Enter the given code and click next

Microsoft Online Password Reset

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☒ Email my alternate email

☐ Text my mobile phone

☐ Call my mobile phone

You will receive an email containing a security code at your alternate email address (mo*****@*****.sg)

Email

Cancel

Microsoft ©2016 Microsoft Corporation

Bluetooth Devices

Support code

10:24 am
14/5/2021

Choose one of the given contact methods and reset password

5. For more queries, please email your class's Form Teacher
6. For technical difficulties, please call the school based helpline at **67788431** (between 8am-5pm)