

Logging in with default password and resetting password for Teams



1. Login to Office Suite

➢ Go to portal.office.com

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THE REAL PROPERTY	Microsoft	
	Sign in	
	student@fmsp.edu.sg	
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The second	Can't access your account?	
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Login: (Your Username is the same as SLS + @fmsp.edu.sg. For example: PAULIXXXXA@fmsp.edu.sg)

2. Login using default password



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



3. To change password

- **a)** Go icon highlighted below
- b) Scroll down to find "Change your password"

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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 <u>strong</u> 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

Q @ ? SC				
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				
submit cancel				



4. To 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)