



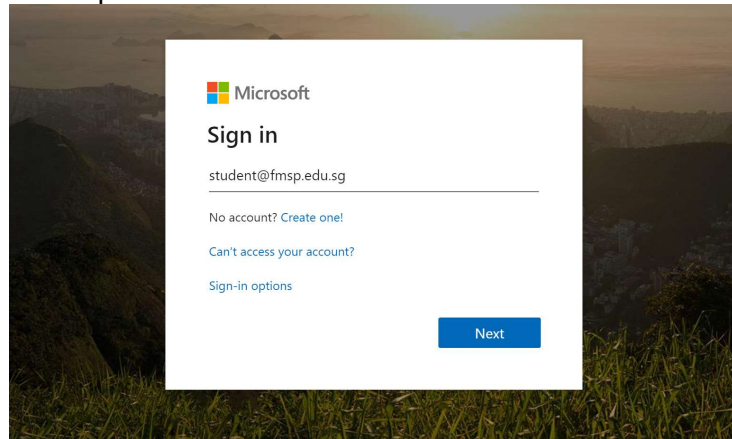
## FAIRFIELD METHODIST SCHOOL (PRIMARY)

### Logging in with default password and resetting password for Teams



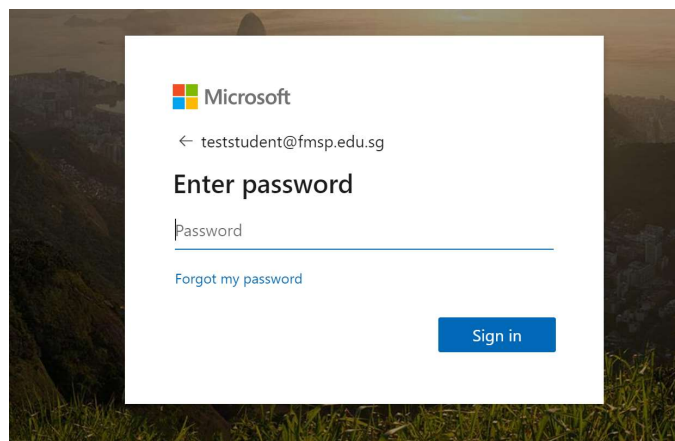
#### 1. Login to Office Suite

- 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



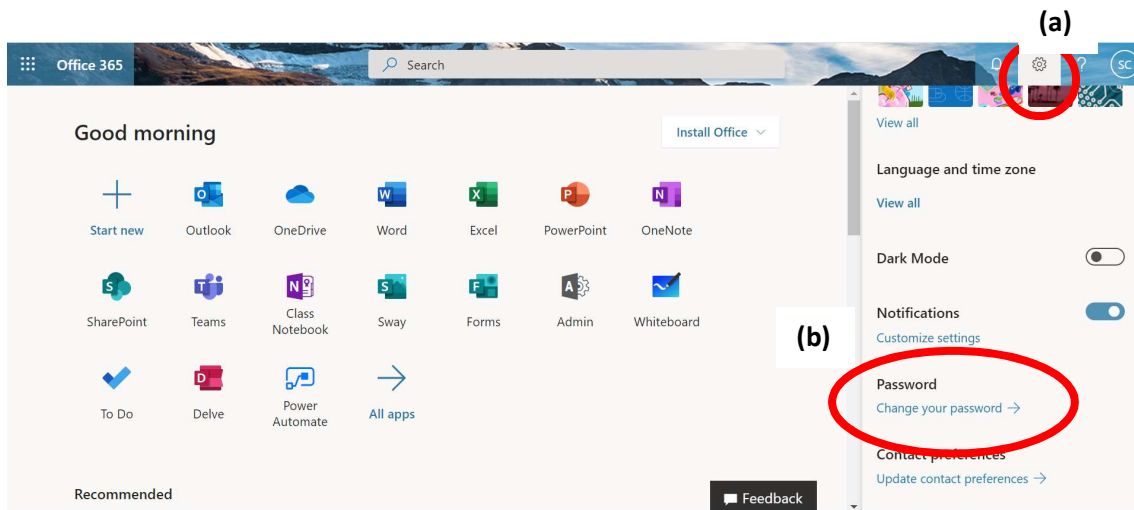
**Password:** the current password if it has been changed before this year



## 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 :

Microsoft  
Sign in  
Email, phone, or Skype  
No account? Create one!  
Can't access your account?  
Back Next  
Sign-in options

Enter the  
Username  
and then  
click next

Microsoft  
teststudent1@fmisp.edu.sg  
Enter password  
password  
Forgot my password  
Sign in

Click forgot  
password

