Password Reset

Step by Step Instructions for Changing Your Passwords after Device SetUp

Step 1: Instructions to change your ACES (Name@la-archdiocese.org) using a PC browser

1. Using the web browser log in to www.office.com
2. Sign-In using your ACES email (name@la-archdiocese.org)
3. Click on your name in the upper right hand corner
4. Click on View account
5. Click on Password
6. Change password
7. Follow instructions on the screen to save your changes

Step 2: Instructions to update your ACES email password on your device
After you've changed your password from a browser (#1 above), then follow these instructions.

1. Settings
2. Mail
3. Accounts
4. Select: ACES (Name@la-archdiocese.org)
5. Account: You'll see prompt to change your password
6. Follow instructions on the screen to save changes

Step 3: Instructions on how to change Apple ID password using PC browser

Follow the instructions at this link
https://support.apple.com/en-us/HT201355

Step 4: Instructions to Update your Apple ID password on your device
1. Go to settings
2. Tap on Apple ID at the top of screen where you name is
3. Tap on Password & Security
4. Change Password
5. Follow the prompts on the screen to save changes

Step 5: Instructions how to change you Pin

1. Go to Home Page
2. Tap on Settings
3. Tap Face ID & Passcode
4. Enter Current Pin
5. Tap on Change Passcode
6. Enter old pin
7. Enter your new passcode
8. Tap Next
9. Verify your new passcode
10. Done

*** Important Step 6: Instructions on adding your personal cellphone number for Two Factor Authentication Verification Code

1. Go to Home Page
2. Tap on Settings
3. Tap on your name (Apple Id, iCloud +, Media & Purchases)
4. Tap on Password & Security
5. Look for Two-Factor Authentication – Edit
6. Tap Edit
7. Tap Add a Trusted Phone Number
8. Enter your pin
9. Type in phone number
10. Tap Continue
11. You will receive a verification code that will be sent to the number you added
12. Enter in the verification code
13. Trusted number will appear in Two-Factor Authentication as a Trusted Number