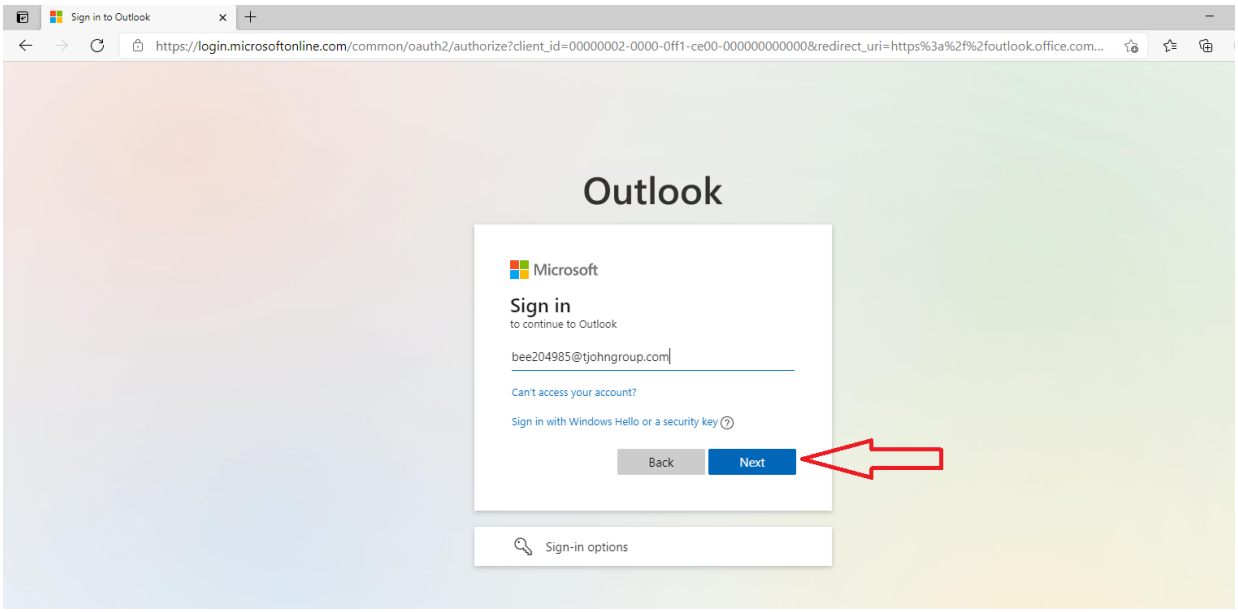
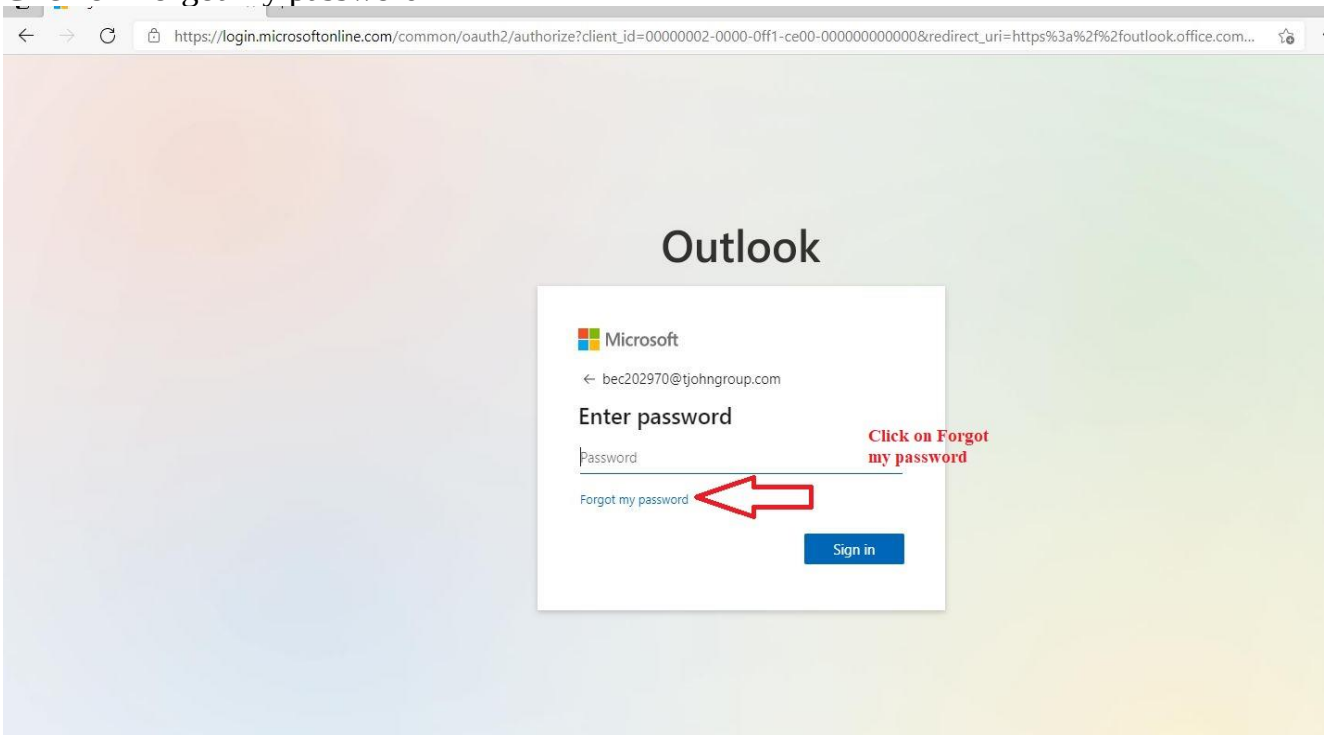
Open website www.tjohncollege.com ------- Click on Student tab---- Click on College E-mail ID and enter college e-mail ID and click on NEXT (Generally college e-mail ID will be your college roll no @tjohngroup.com Example:BBA202987@tjohngroup.com).

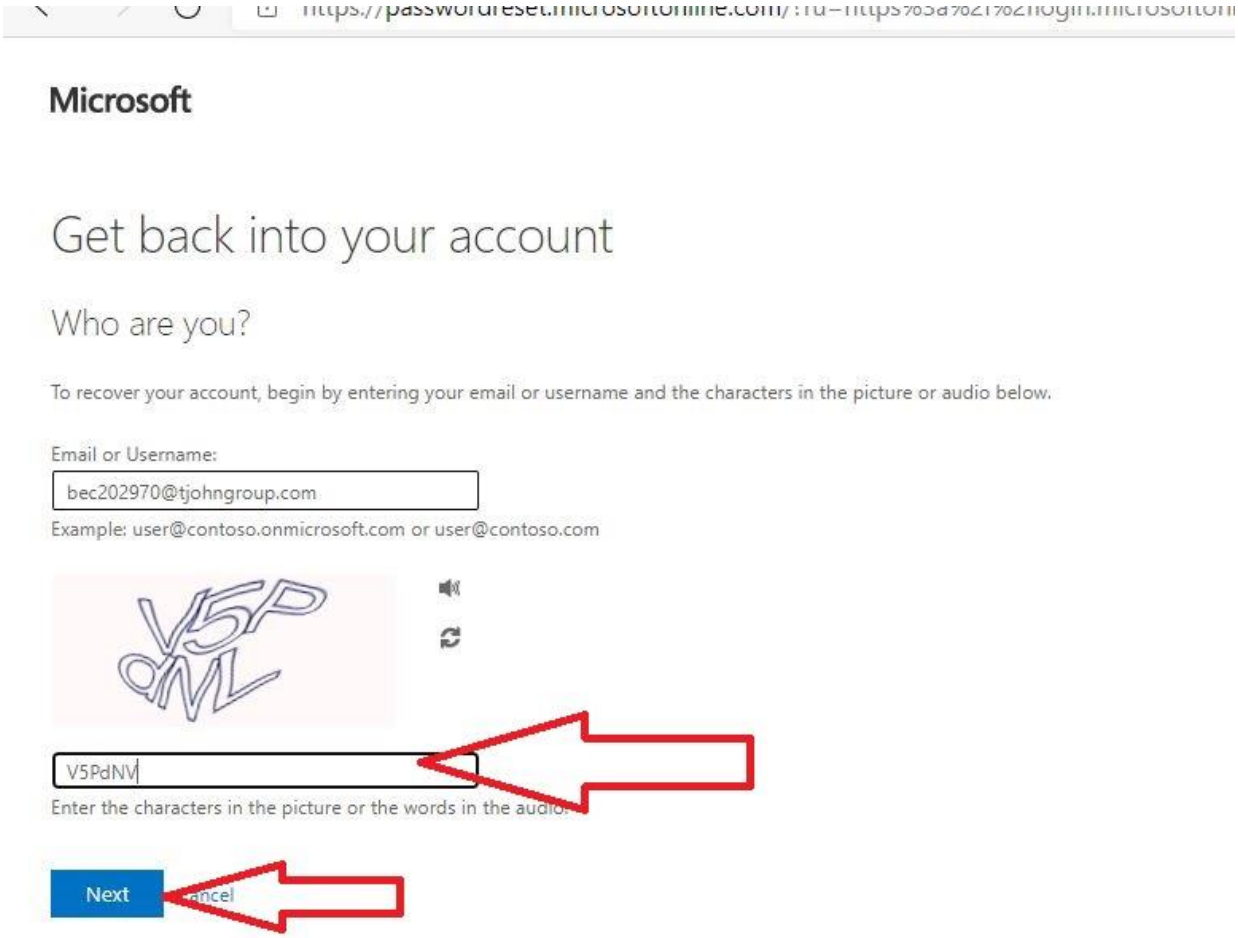
After entering e-mail ID and password if system shows **"Your account is locked, contact your support person to unlock it, then try again"**. Then it means your e-mail ID is blocked for that you need to contact your Principal. Once your e-mail is unblocked you can login with same old password. If you forgot your password then follow below steps.



Click on Forgot my password

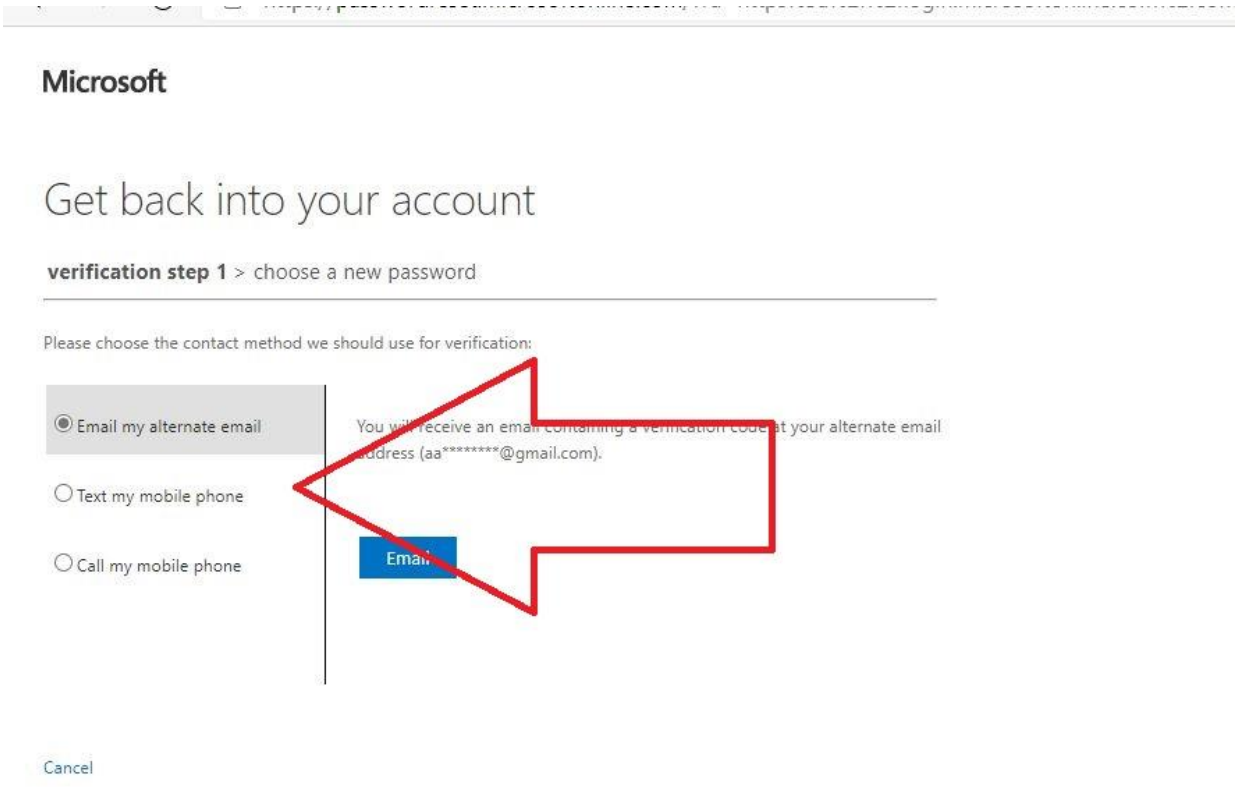


Enter characters displayed in the box and click on Next.



Microsoft has given 3 ways to reset your password, Select your choice for resetting your password.

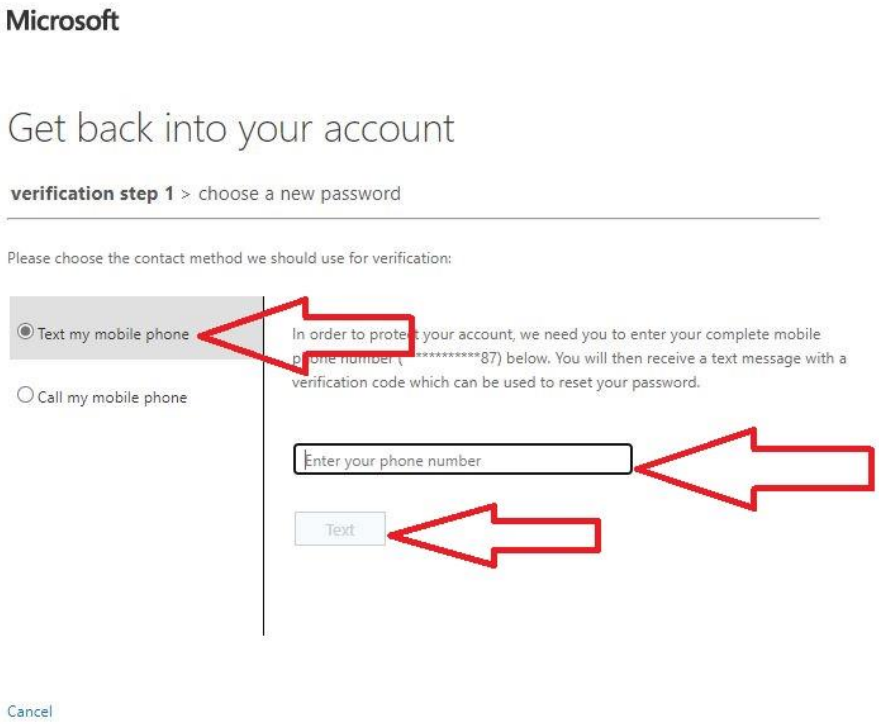
Alternate e-mail ID/ mobile phone would have given by you initially when you have logged in first time for setting your e-mail ID. If you have not set your Alternate e-mail ID/Mobile phone then please contact your Principal for resetting your password.



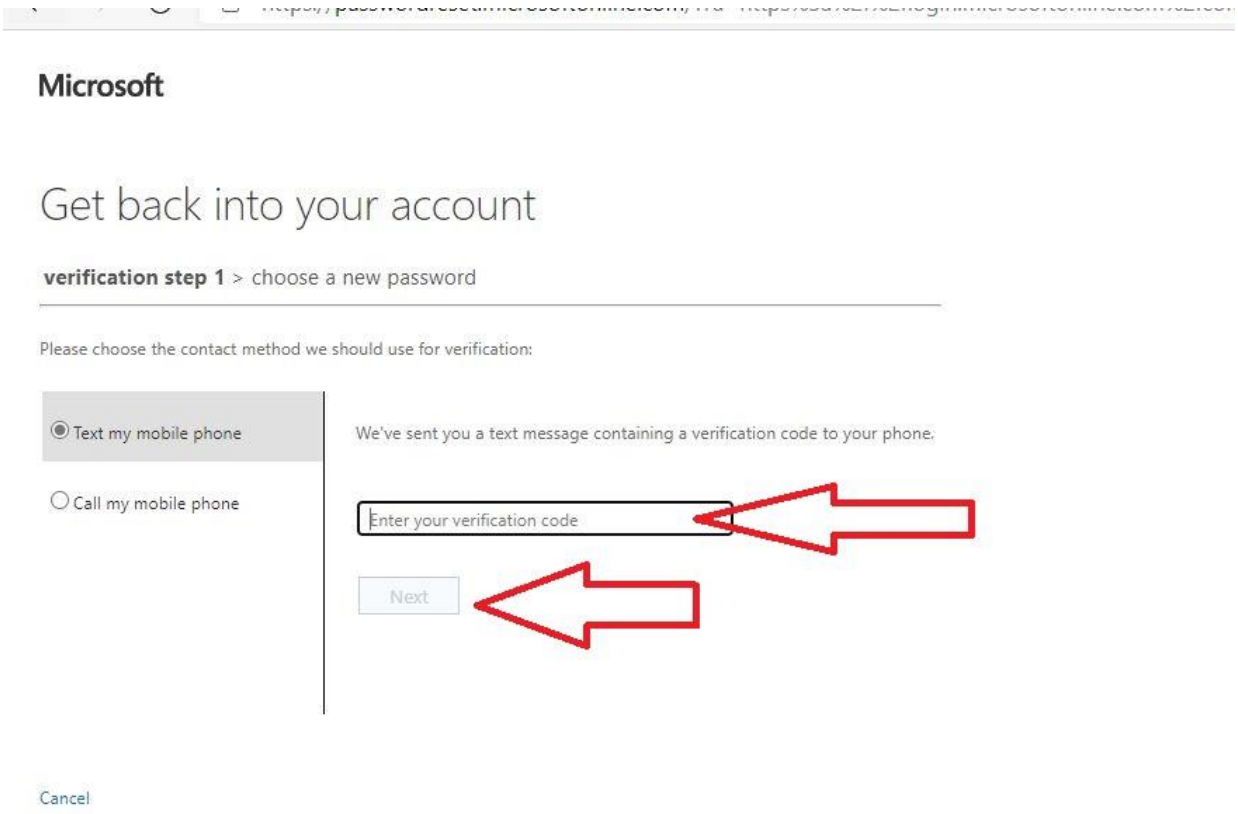
If you choose Text my mobile phone follow the below steps (For above shown 3 ways Microsoft will give you the steps to follow).

Phone Number last 2 digits are given in that page based on that you can identify which phone number you have given initially with Microsoft.

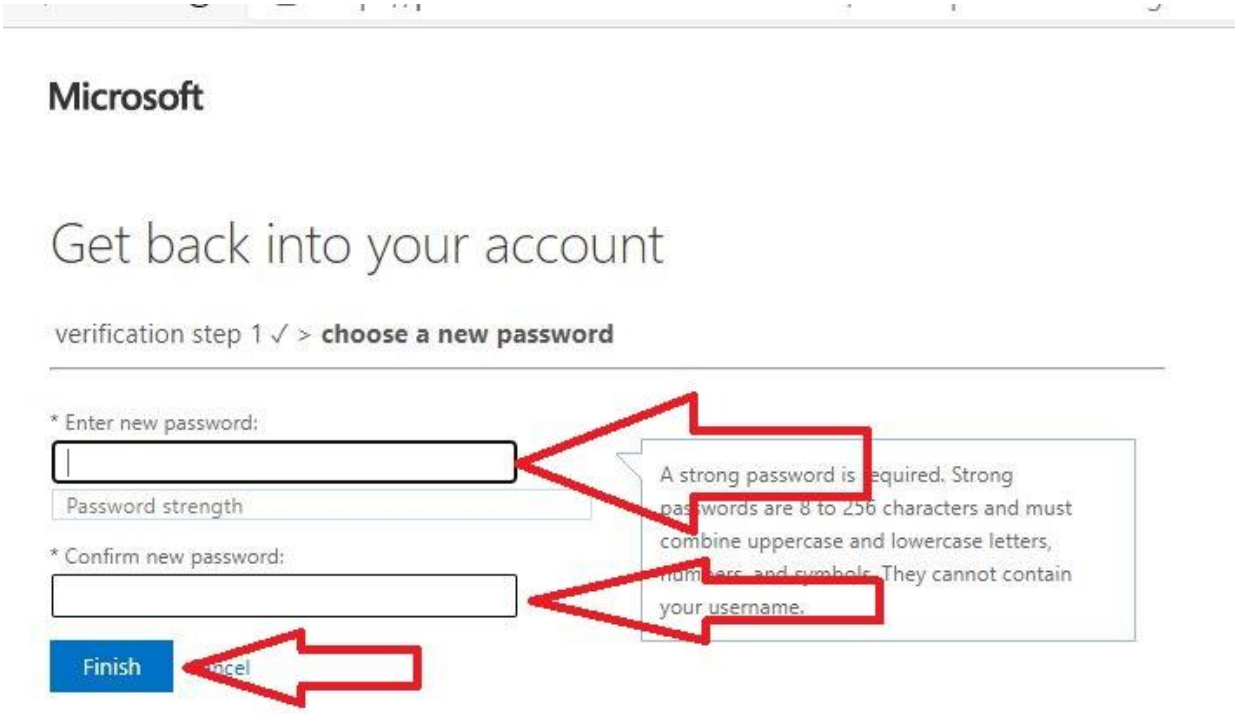
Enter Phone Number and click on Text.



Enter the verification code received in that mobile number and click on Next.



Enter the new password in the two boxes and click on Finish.



Your password successfully reset, for signing in below to that there is a message as “click her” click on that and login to your E-mail ID.



Please note that, Alternate e-mail and phone number should have been set by the student in the first stage when he/she would have received their email id and password from the college. If not please contact your Principal.