



OFFICE OF THE DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY
Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: Mr C Swartz . Tel: 040 608 4244. Fax :040 608 4672. Email: cecil.swartz@ecdoe.gov.za
Website: www.ecdoe.gov.za

INTERNAL MEMO

TO: ALL ECDOE

FROM: ACTING DIRECTOR: ICT

DATE: 19 OCTOBER 2021

SUBJECT: ENABLING SELF-SERVICE PASSWORD RESET

1. This memo serves as a notice to inform all users on the Office 365 platform that the Director ICT will be enabling self-service resets.
2. This will enable to user to reset their own password and speed up service delivery in the Department.
3. The user will be required to login once more to their account on the webpage: <https://outlook.office365.com> they will be requested to enter an alternate email where their reset details can be sent.
4. This service will be implemented on the 22nd of October 2021.
5. Please contact the Service Desk if you experience any difficulties.

MP CELE

ACTING DIRECTOR: ICT

19/10/2021

Date