



SOUTHERN UTE INDIAN TRIBE

RESET YOUR TRIBAL MEMBER WEBSITE PASSWORD

PASSWORD RESET INSTRUCTIONS

1. Open a web browser and go to <https://soute.sharepoint.com>.
2. Enter the username that was created for the portal, then select **Next**.
(Example: firstname.lastname@so-ute.com)

A screenshot of the Microsoft Sign in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, there is a text input field containing the email address "firstname.lastname@so-ute.com". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the sign-in area are two buttons: a grey "Back" button and a blue "Next" button. At the bottom of the page, there is a magnifying glass icon followed by the text: "If you need assistance contact a SUDEP team member at 970-563-5555 or email us at sudepservice@southernute.com".

 Microsoft

Sign in

firstname.lastname@so-ute.com

[No account? Create one!](#)

[Can't access your account?](#)

[Back](#) [Next](#)

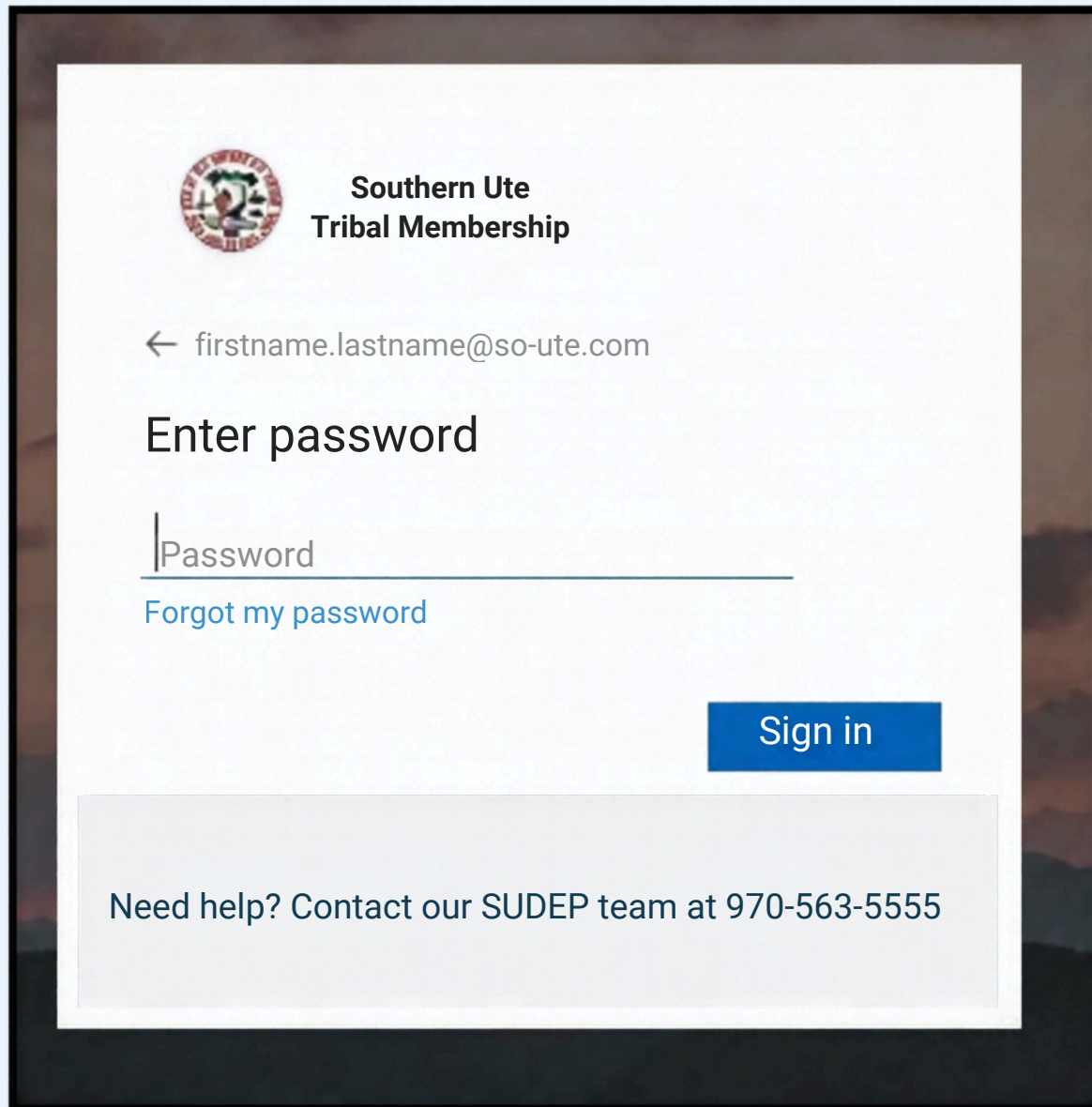
 If you need assistance contact a SUDEP team member at 970-563-5555 or email us at sudepservice@southernute.com



SOUTHERN UTE INDIAN TRIBE

OPEN THE PASSWORD RESET LINK

3. Select **Forgot my password** below the input field, then follow the steps to reset your password.

A screenshot of the Southern Ute Tribal Membership login page. The page has a white background with a dark blue border. At the top left is the Southern Ute Tribal logo. To its right is the text "Southern Ute Tribal Membership". Below this is a back arrow icon followed by the email address "firstname.lastname@so-ute.com". The main heading is "Enter password". Below it is a password input field with the placeholder text "Password". Under the input field is a blue link that says "Forgot my password". To the right of the input field is a blue button that says "Sign in". At the bottom of the page is a light gray box containing the text "Need help? Contact our SUDEP team at 970-563-5555".

 Southern Ute
Tribal Membership

← firstname.lastname@so-ute.com

Enter password

[Forgot my password](#)

[Sign in](#)

Need help? Contact our SUDEP team at 970-563-5555



SOUTHERN UTE INDIAN TRIBE

CHOOSE A VERIFICATION METHOD

4. Choose how to verify your identity:

- Text message (SMS) to your registered phone
- Authenticator app
- Phone call

For this example, enter the full phone number and select **Text**.

**Southern Ute
Tribal Membership**

Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

☒ Text my mobile phone

☐ Call my mobile phone

☐ Approve a notification on my authenticator app

☐ Enter a code from my authenticator app

In order to protect your account, we need you to enter your complete mobile phone number (*****40) below. You will then receive a text message with a verification code which can be used to reset your password.

Enter your phone number

Text

Cancel



SOUTHERN UTE INDIAN TRIBE

ENTER YOUR VERIFICATION CODE

5. Enter the verification code sent by text, then select **Next**.



Southern Ute Tribal Membership

Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

- ☒ Text my mobile phone
- ☐ Call my mobile phone
- ☐ Approve a notification on my authenticator app
- ☐ Enter a code from my authenticator app

We've sent you a text message containing a verification code to your phone.

475582

Next

[Try again](#)

[Contact your administrator](#)

[Cancel](#)

If you are unable to reset your password after trying, please contact [SUDEP at 970-563-5555](#) for assistance.



SOUTHERN UTE INDIAN TRIBE

USE YOUR AUTHENTICATOR APP

6. For verification step 2, open your authentication app and enter the code for your @so-ute.com account, then select **Next**.

If you changed or lost your device and are not able to recover your account, contact SUDEP at 970-563-5555.



Southern Ute Tribal Membership

Get back into your account

verification step 1 ✓ > **verification step 2** > choose a new password

Please choose the second contact method we should use for verification:

☐ Approve a notification on my authenticator app

☒ Enter a code from my authenticator app

Enter the code displayed in your authenticator app.

808429

Next

Cancel



SOUTHERN UTE INDIAN TRIBE

CREATE YOUR NEW PASSWORD

7. On the new password screen, enter your new password, then select **Finish**.

**Southern Ute
Tribal Membership**

Get back into your account

verification step 1 ✓ > verification step 2 ✓ > **choose a new password**

* Enter new password:

.....

strong

* Confirm new password:

.....

Finish

Cancel



SOUTHERN UTE INDIAN TRIBE

CONFIRM YOUR PASSWORD RESET

8. You will see the success screen where you can click the link to go back to the sign in page and use your new password to gain access to the Tribal Member Portal.



Southern Ute Tribal Membership

Get back into your account



Your password has been reset

To sign in with your new password, [click here](#).



SOUTHERN UTE INDIAN TRIBE

CONFIRM YOUR PASSWORD RESET

9. After entering your new password use the authenticator app to approve your sign in request and you will be taken to the Tribal Member Portal home page.



**Southern Ute
Tribal Membership**

firstname.lastname@so-ute.com

Approve sign in request



Open your Microsoft Authenticator app
and approve the request to sign in.

[can't use my Microsoft Authenticator app right now](#)

[More information](#)

Need help? Contact one of our SUDEP team members
for assistance at 970-563-5555