USE A PIN INSTEAD OF A PASSWORD TO ACCESS YOUR MICROSOFT ACCOUNT

Windows 8 provides three different methods for signing in to your computer via your Microsoft Account: a conventional password, a PIN, and a picture password.

A PIN may be the easiest of the three options, since you need to remember only a four-digit number. To set up a PIN, click Windows + I, then click on the link for Change PC Settings. From the PC Settings screen, click on the Users tab, and on the right pane, click on the option to Create a PIN. Type your current password, then type and confirm your four-digit PIN. After the PIN is created, you can log into Windows using either your password or your PIN. (You'll need to have a password set up before Windows 8 will let you set a login PIN.)

Simply type pin while at the Start screen and then click on Setup pin sign in. From there, you will be able to create a four-digit pin (assuming you have a password).