

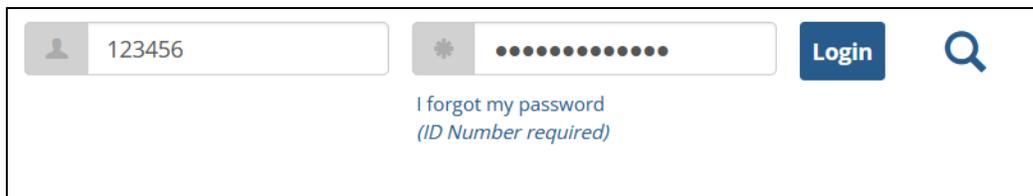
mySWU Password Reset Instructions

This password reset process requires you to first be signed-in to my.swu.edu. If you are new/incoming students, you should have received an email containing a generated password. *(Make sure to check your spam folder or junk inbox)*

Your credentials should be your SWU ID number as the username and #Warrior+ the last 5 digits of your social security number (ex. #Warrior12345) as the password.

1. Go to my.swu.edu and sign-in to your account.

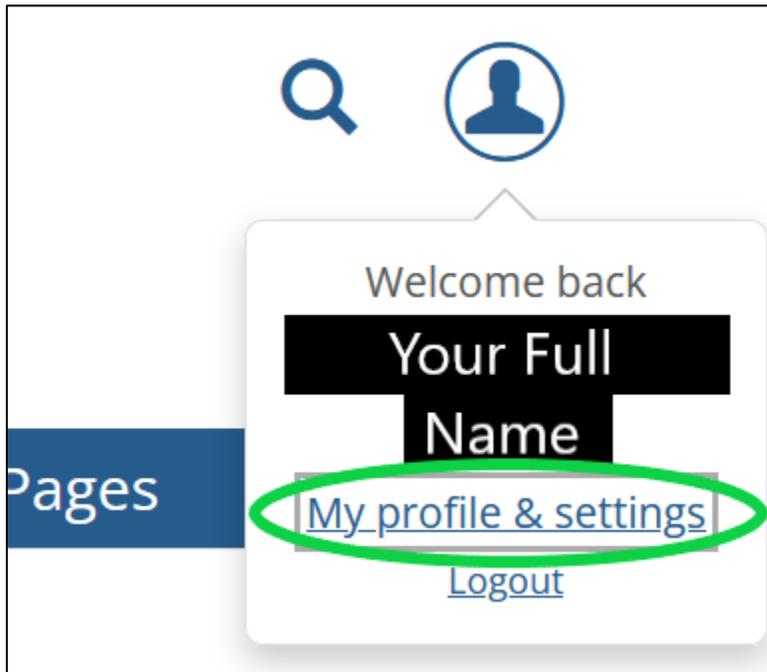
- If you cannot sign-in to my.swu.edu, or have forgotten your credentials, please call 864-644-5040 or email TechSupport@swu.edu



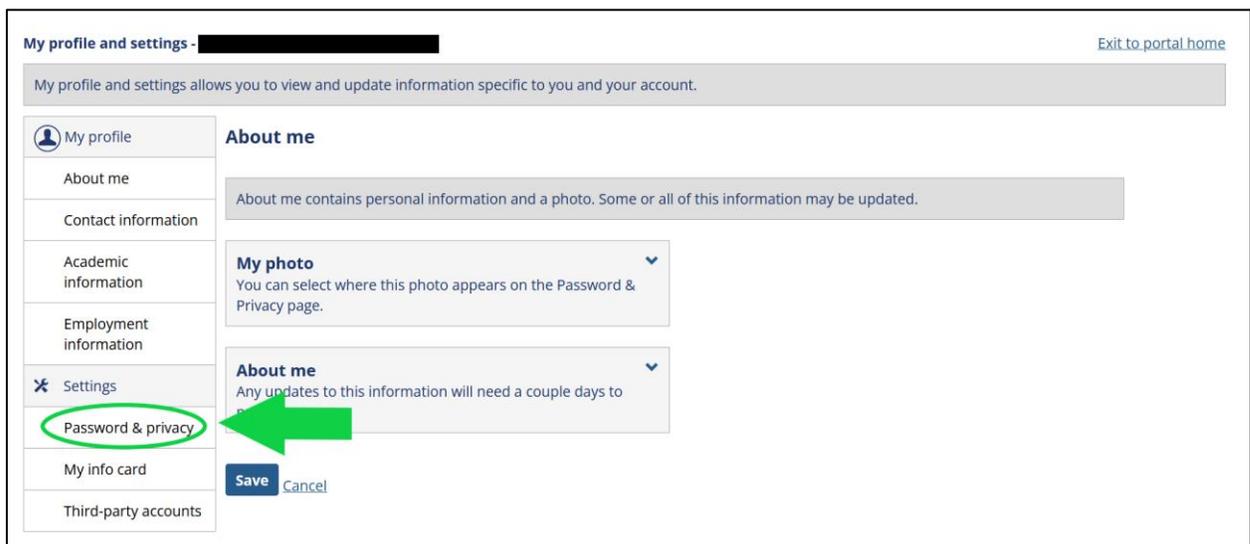
The screenshot shows a login interface with the following elements:

- A username input field containing the text "123456".
- A password input field with masked characters represented by dots.
- A blue "Login" button.
- A magnifying glass icon for search.
- A link below the password field that reads "I forgot my password (ID Number required)".

2. Click your 'Profile Icon' in the upper right corner of the page and select 'View my Profile & Settings'



3. Click 'Password & Privacy' located on the left-hand column, 3rd from the bottom.



4. Click the drop-down arrow next to 'Change Password' and enter your new password in the spaces provided.

The screenshot shows a user profile settings page. On the left is a navigation menu with options: My profile, About me, Contact information, Academic information, Employment information, Settings (with a sub-menu arrow), Password & privacy (highlighted with a blue arrow), My info card, and Third-party accounts. The main content area is titled 'Password & privacy' and contains a message: 'You may be able to manage your password as well as permissions for where you appear throughout the portal.' Below this is the 'Password' section, which includes a 'Change password' form. The form has a title 'Change password' and a green circle around the drop-down arrow next to it. The instructions state: 'The new password you choose must be between 12 and 32 characters long. Your password must contain at least three of the four following character types: Uppercase letter (A-Z), Lowercase letter (a-z), Numeric character (0-9), Special character (~!@#\$%^&* _-+=`|\(){}[];:'"<>.,?/).' The form includes fields for 'Login:' (masked with black dots), 'Old password:' (with a red asterisk and a required field indicator), 'New password:' (with a red asterisk), and 'Confirm new password:' (with a red asterisk). Each field has a corresponding input box.

****PASSWORD RESET CRITERIA****

The following password requirements must be met:

Password must be different from the previous 4 passwords that have been used.

Your new password must be between 12 and 16 characters and must contain at least three of these four-character types:

Uppercase letter: A-Z

Lowercase letter: a-z

Numeric character: 0-9

Special character: ~!@#\$%^&* _-+=`|\(){}[];:'"<>.,?/

Your new password **CANNOT** contain any of the following items associated with your email account:

Username

First Name

Preferred Name

Last Name

Passwords are case sensitive!