Password Reset Requirements

The my.swu.edu password and your Office 365 password are not linked. If you change one password, it will **NOT** change the other password.

(Changing your my.swu.edu password does not change your email password and vice versa)

In order to change your my.swu.edu password, you will need access to your SWU email address. If you are an Alumni and need access to your Unofficial Transcript call (864) 644 5040

To provide optimal protection, the Office of Information Technology will be implementing the following computer/email password requirements:

- The minimum password length must be 12 characters and **cannot** exceed 14 characters.
- Passwords **must** be different from the previous 4 passwords used; and cannot use any variation of the word "password" in your password.
    - Ex. Can't include P@ssword, P@s$w0rd, etc.
- Passwords require at 3 of the 4:
    - Upper Case Character (A-Z)
    - Lower Case Character (a-z)
    - Numeric Character (0-9)
    - Special Character (~!@#$%^&*_-+=`|\(){}[]:;"'<>,.?/)
- **CANNOT INCLUDE:**
    - SWU Username
    - First Name
    - Last Name
    - Preferred Name
    - Phone Number
    - Social Security Number

Once a password has been changed, it cannot be changed again within 24hrs.

Passwords must be changed at least every 90 days for employees or 160 days
for students.

Account locks will be setup to lock an account out after 4 unsuccessful network/email login attempts. When an account is locked out, it will automatically unlock after 30 minutes.