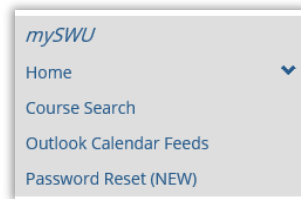


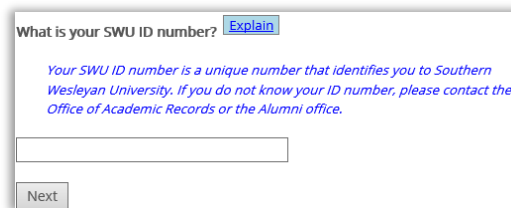
Resetting Password for mySWU

If you need a new password to access mySWU, Office 365 Email, Network Computer Login, and Impulse SafeConnect, and the Library Databases...

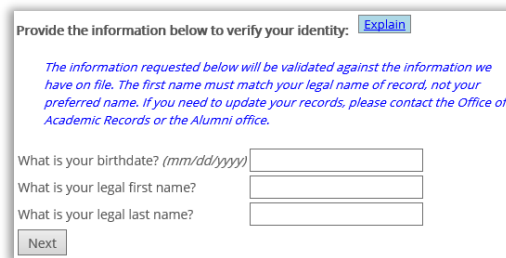
1. Select **-Password Reset-** on the mySWU Home Page.



2. After selecting **-Change My Password-** enter your SWU ID number and select **-Next-**.

A screenshot of a form asking for the SWU ID number. The text reads: 'What is your SWU ID number?' followed by a blue 'Explain' link. Below this is a paragraph: 'Your SWU ID number is a unique number that identifies you to Southern Wesleyan University. If you do not know your ID number, please contact the Office of Academic Records or the Alumni office.' There is an empty text input field and a 'Next' button at the bottom.

3. Enter the information requested and select **-Next-**.

A screenshot of a form for identity verification. The text reads: 'Provide the information below to verify your identity:' followed by a blue 'Explain' link. Below this is a paragraph: 'The information requested below will be validated against the information we have on file. The first name must match your legal name of record, not your preferred name. If you need to update your records, please contact the Office of Academic Records or the Alumni office.' There are three text input fields: 'What is your birthdate? (mm/dd/yyyy)', 'What is your legal first name?', and 'What is your legal last name?'. A 'Next' button is at the bottom.

4. Enter a new password, confirm it, and select **-Reset My Password-**.

Your new password must be between 10 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: ~!@#%&*~_+=~|{}[]:~"~<~>~?/

Enter a new password:

Confirm your password:

- a. Password resets may take up to 15 minutes to take effect.
 - i. You will be automatically logged into mySWU and will have immediate access to everything unless you logout. You will be required to wait for the password synchronization if you log out.
- b. A notification email will be sent to the primary email address on file for your account, confirming that the password change was initiated.

5.

What applications will this password reset affect?

- a. The Student Portal (mySWU)
- b. Network Computer Login
- c. Microsoft Office 365 Email
- d. Impulse SafeConnect
- e. Library Databases