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.

   ![Password Reset](image)

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

   ![Change My Password](image)

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

   ![Information Requested](image)

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