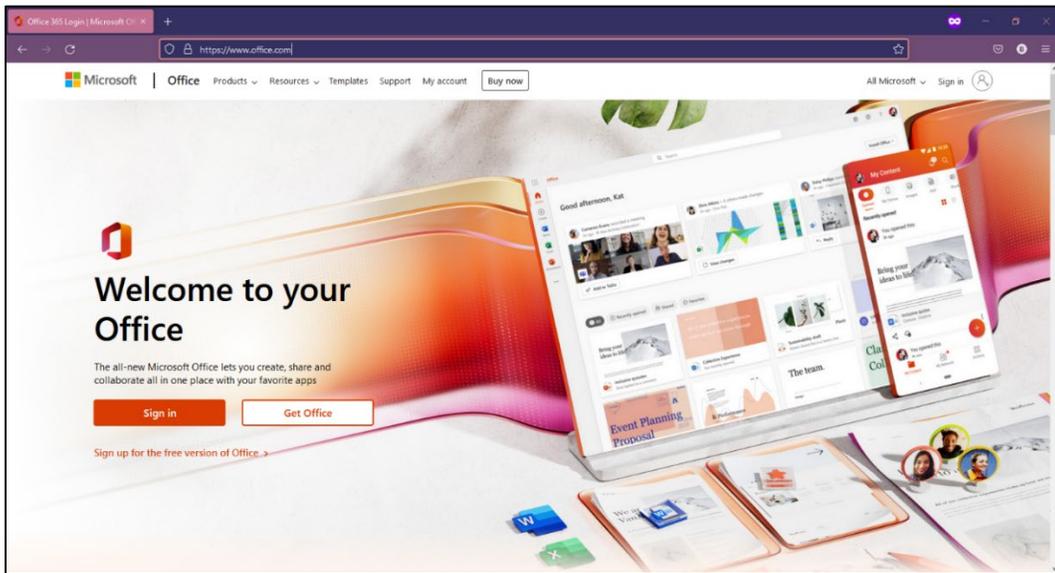


# How To Access Your SWU Accounts

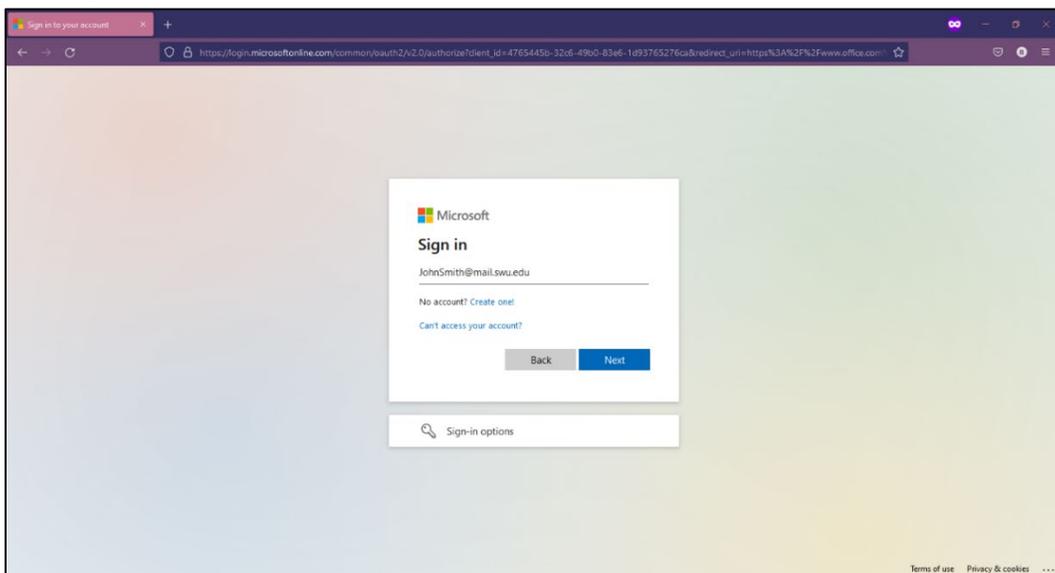
*SWU email account & my.swu.edu (mySWU) account*

## How to Access your SWU Email for first-time sign-in:

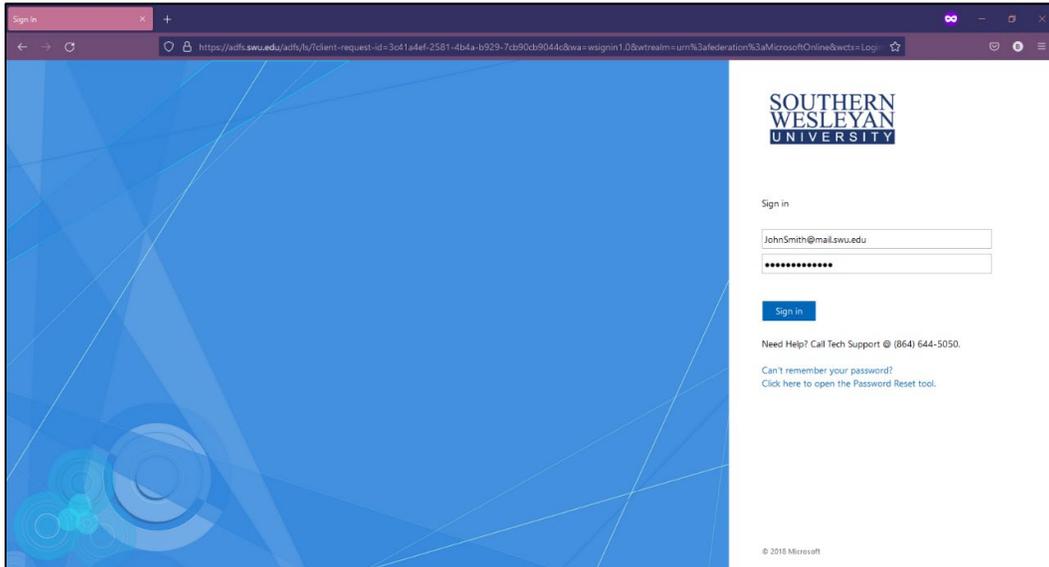
1. Open a web browser on your device (ex. Google Chrome, Firefox, Safari, Microsoft Edge) and go to [www.office.com](https://www.office.com) and click the **Sign In** button.



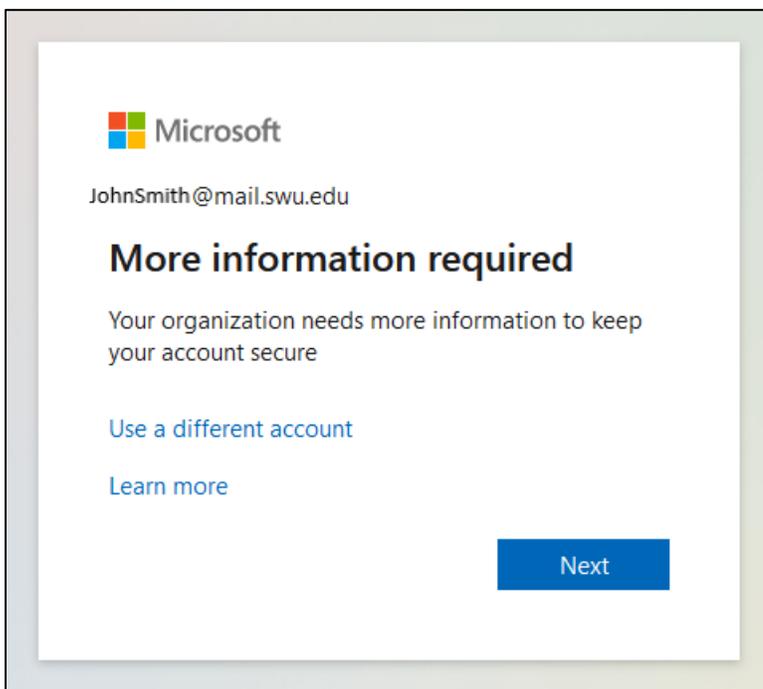
2. Enter your **SWU Email Address** and click the **Next** button.



- You will be redirected to a SWU sign-in portal and prompted for a password. Enter your SWU email password.



- Since this is your first time accessing your account, you will be required to provide more information. Click the **Next** button.



5. Please enter a **valid phone number** or **personal email address** and then continue onto the next section.

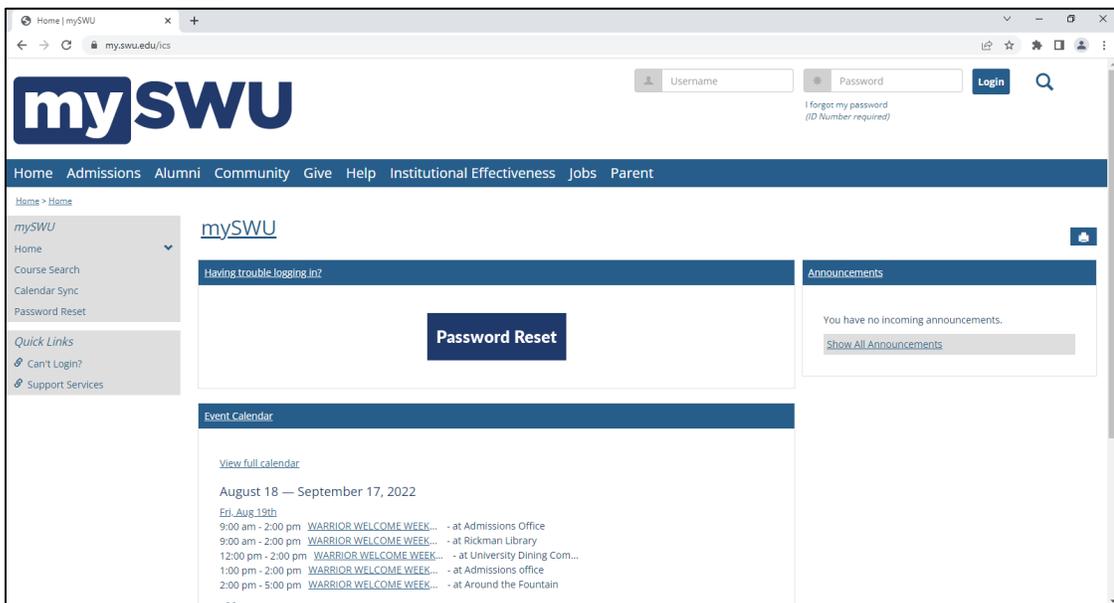
After you have signed in to your SWU email and set up 2-Factor Authentication you can now change your passwords for your SWU email and mySWU account.

*Instructions on how to reset your passwords can be found on the [my.swu.edu](http://my.swu.edu) homepage and clicking the **Password Reset** button.*

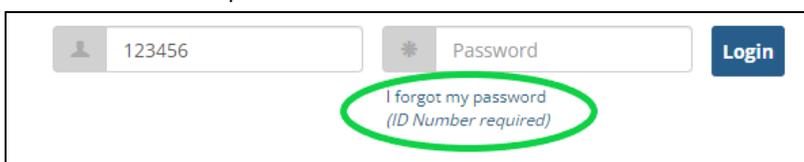
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## How to Access your mySWU Account for first time sign-in:

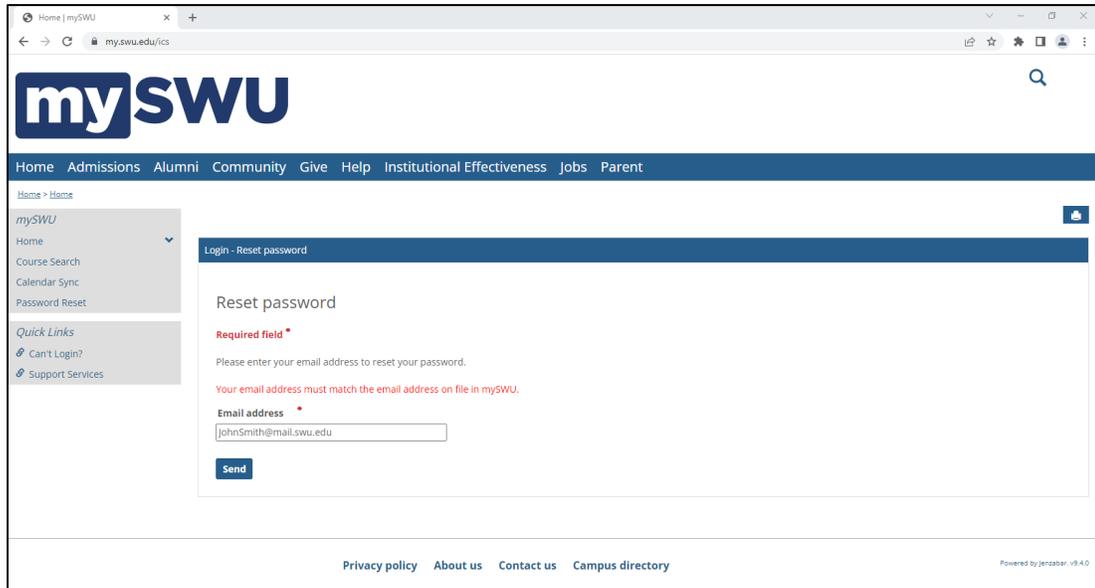
1. Open a web browser on your device (ex. Google Chrome, Firefox, Safari, Microsoft Edge) and go to [my.swu.edu](http://my.swu.edu)



2. Enter your **SWU ID Number** in the Username box located in the top-right corner of the window and click the **I forgot my password (ID Number required)** located underneath the password box.



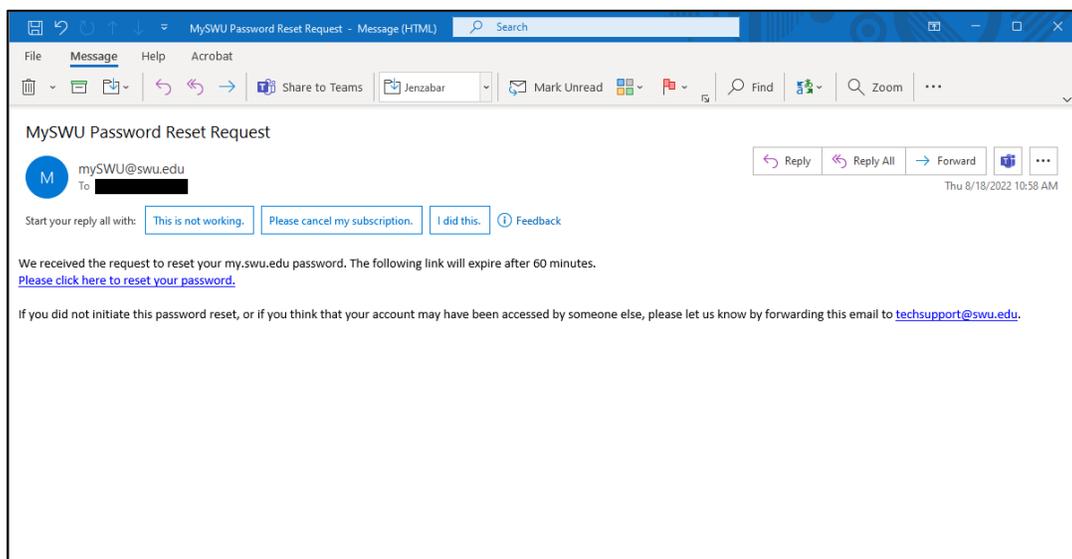
3. Enter your **SWU Email Address** in the box provided, then click **Send**.  
(You **MUST** click the **send** button to send the email. Hitting the 'Enter key' will not send the email.)



The screenshot shows a web browser window with the URL [my.swu.edu/ics](https://my.swu.edu/ics). The page features the mySWU logo and a navigation menu. A sidebar on the left contains links for Home, Course Search, Calendar Sync, Password Reset, and Quick Links. The main content area is titled "Login - Reset password" and contains a "Reset password" form. The form includes a "Required field" error message, a prompt to enter an email address, a text input field containing "johnsmith@mail.swu.edu", and a "Send" button. A red error message states: "Your email address must match the email address on file in mySWU." The footer contains links for Privacy policy, About us, Contact us, and Campus directory, along with the text "Powered by jenzabar v9.4.0".

4. Please check your **SWU Email** for a message from [mySWU@swu.edu](mailto:mySWU@swu.edu) and has subject of MySWU Password Reset Request. Open the email and click the link to reset your mySWU password.

*Changing your mySWU password **will not** change your SWU email password and vice versa.*



5. You will be redirected back to my.swu.edu and prompted to enter a new password. Once you have entered a new password, click the **Reset** button.

Reset password

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 (-!@#%&\*~+~|\(){}[]:;\"

Required field \*

New password: \*

 Show the passwords

Confirm new password: \*

## 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!