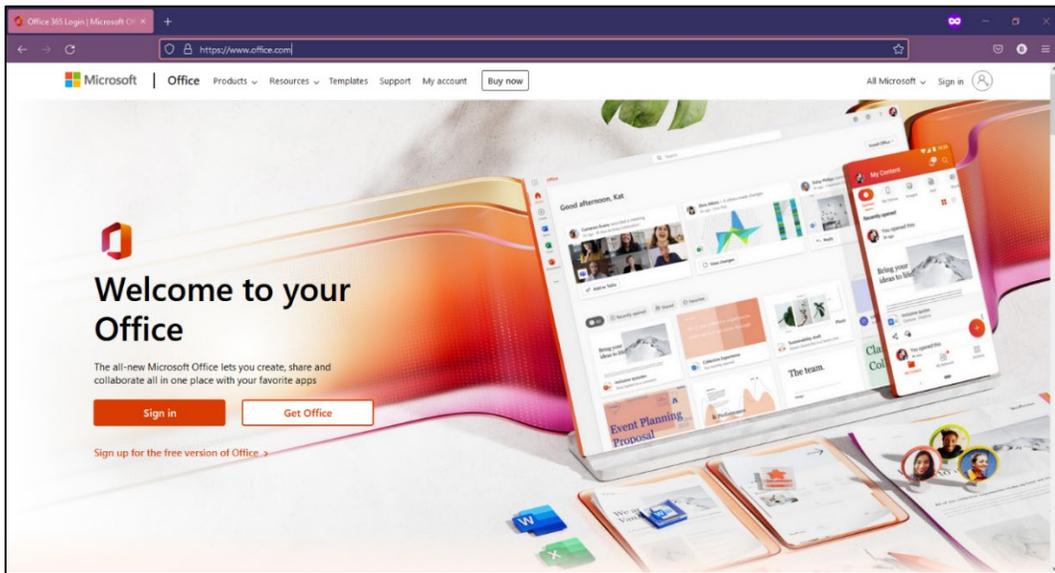


How To Access Your SWU Accounts

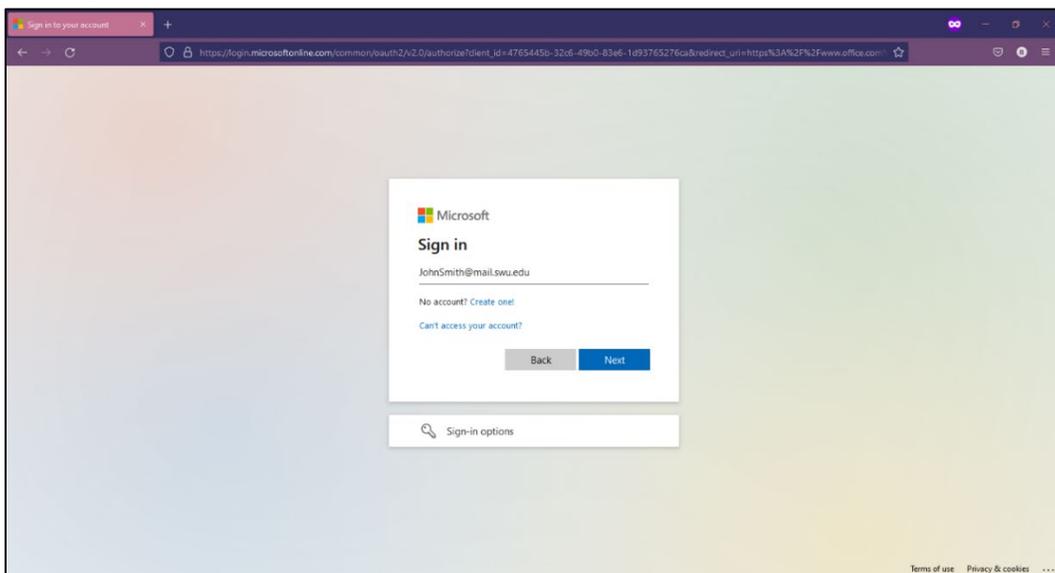
SWU email account & my.swu.edu (mySWU) account

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

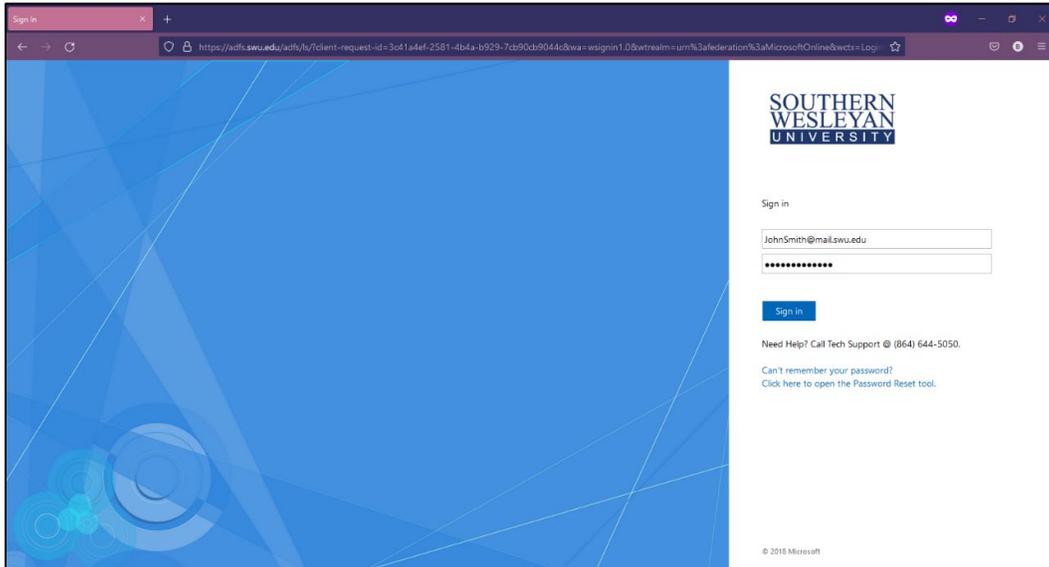
1. Open a web browser on your device (ex. Google Chrome, Firefox, Safari, Microsoft Edge) and go to www.office.com and click the **Sign In** button.



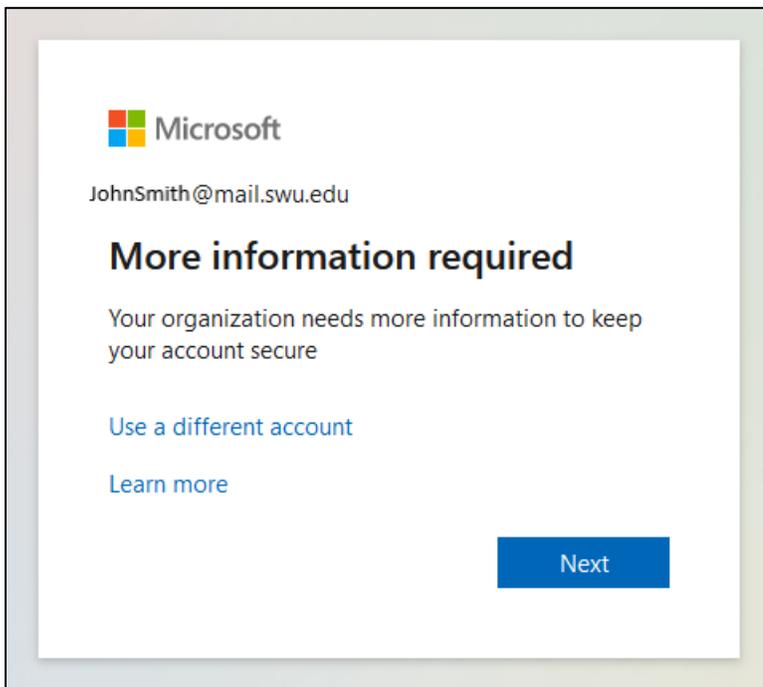
2. Enter your **SWU Email Address** and click the **Next** button.



- 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.



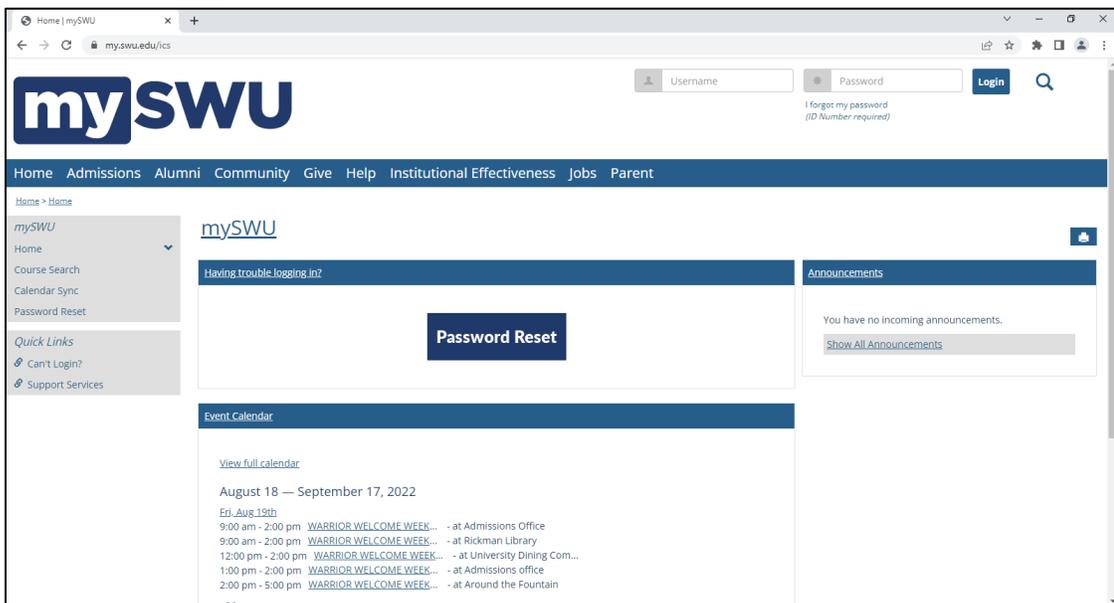
5. Please enter a **valid phone number** or **personal email address** and then continue onto the next section.

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.

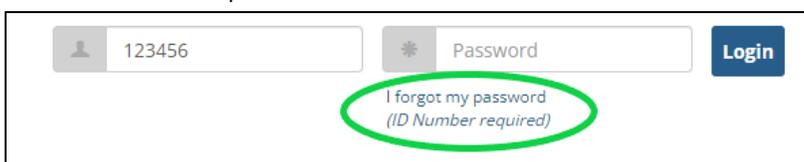
*Instructions on how to reset your passwords can be found on the my.swu.edu homepage and clicking the **Password Reset** button.*

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

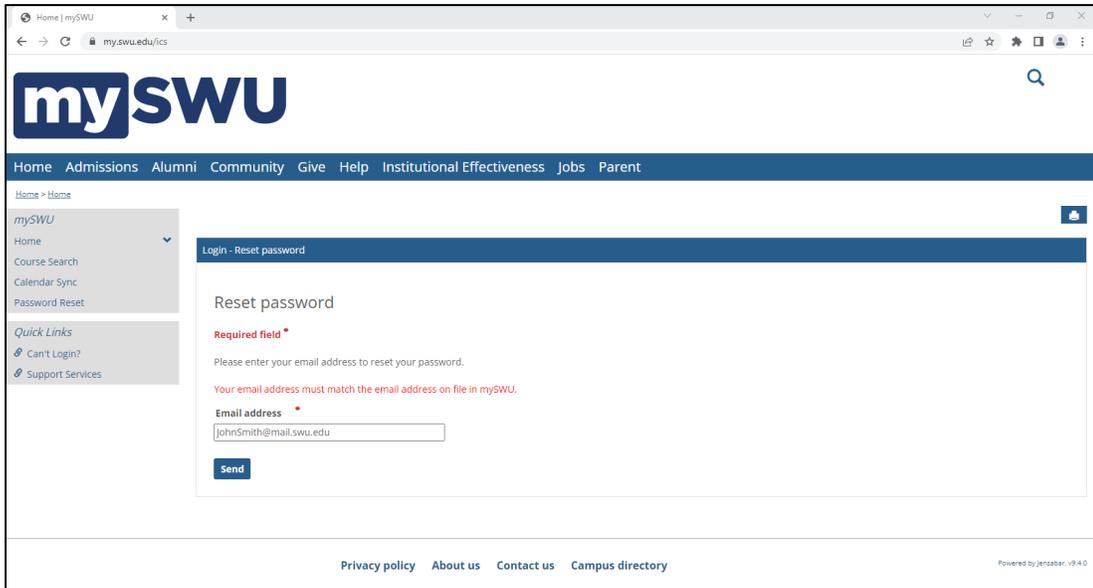
1. Open a web browser on your device (ex. Google Chrome, Firefox, Safari, Microsoft Edge) and go to my.swu.edu



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.



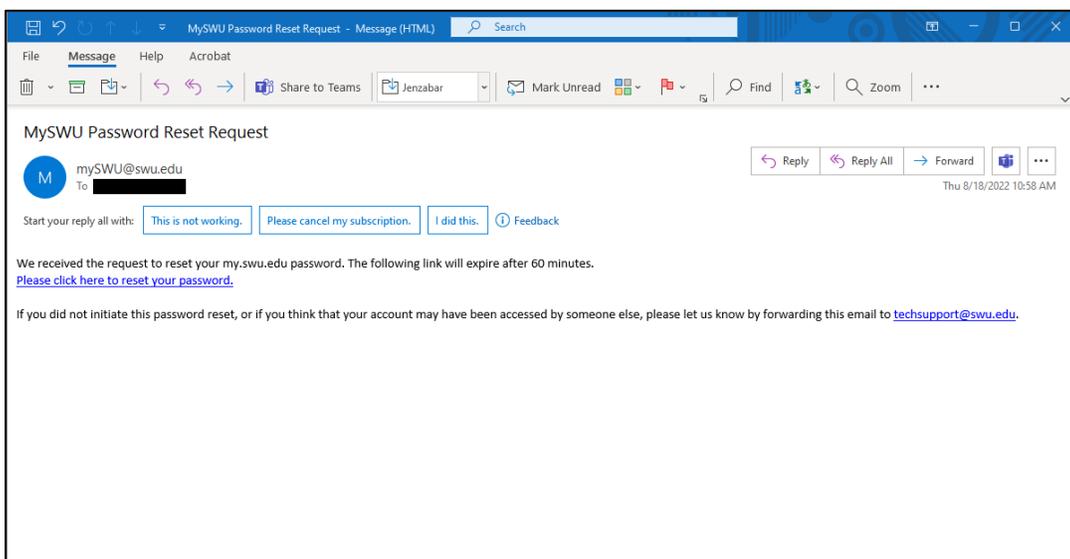
3. Enter your **SWU Email Address** in the box provided, then click **Send**.
(You **MUST** click the **send** button to send the email. Hitting the 'Enter key' will not send the email.)



The screenshot shows a web browser window with the URL my.swu.edu/ics. The page features the mySWU logo and a navigation menu with links for Home, Admissions, Alumni, Community, Give, Help, Institutional Effectiveness, Jobs, and Parent. A sidebar on the left contains a search bar and a menu with options like 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 validation message "Your email address must match the email address on file in mySWU.", and a text input field containing "johnsmith@mail.swu.edu". A "Send" button is located below the input field. At the bottom of the page, there are links for Privacy policy, About us, Contact us, and Campus directory, along with a footer note "Powered by jenzabar v9.4.0".

4. Please check your **SWU Email** for a message from 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!