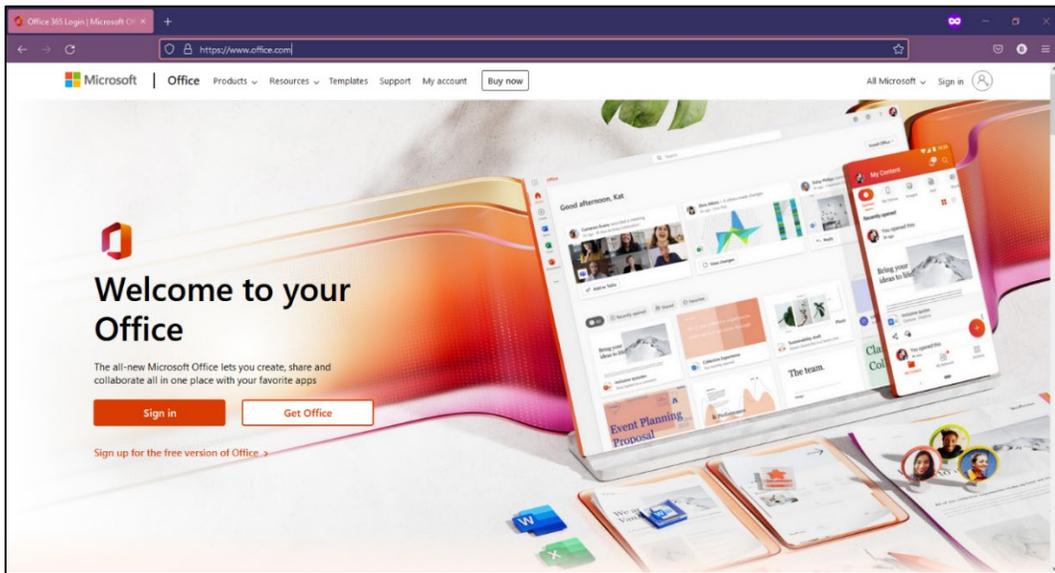# How To Access Your SWU Accounts
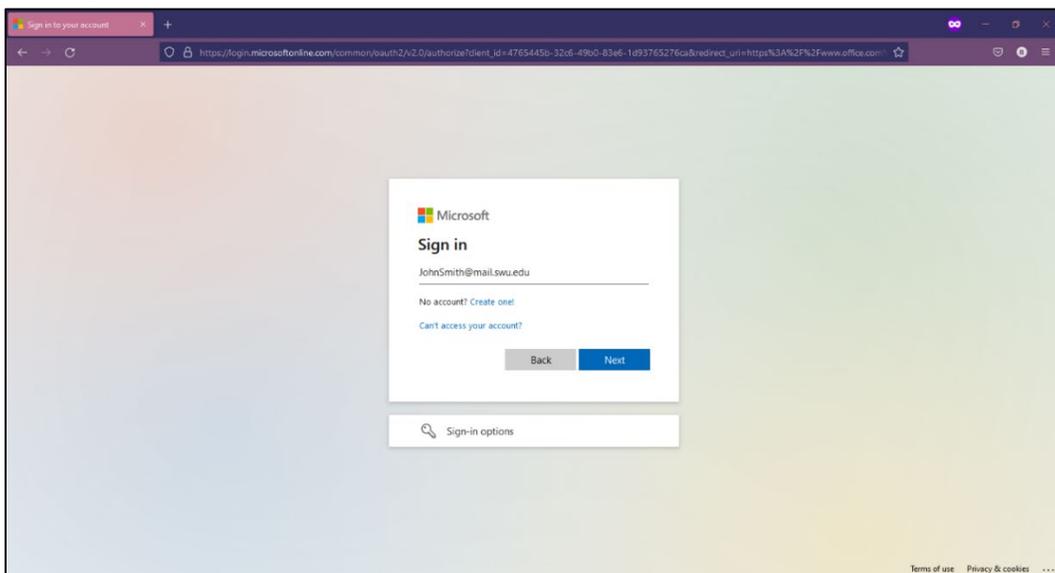
SWU email account & my.swu.edu (mySWU) account

How to Access your SWU Email for first-time sign-in:
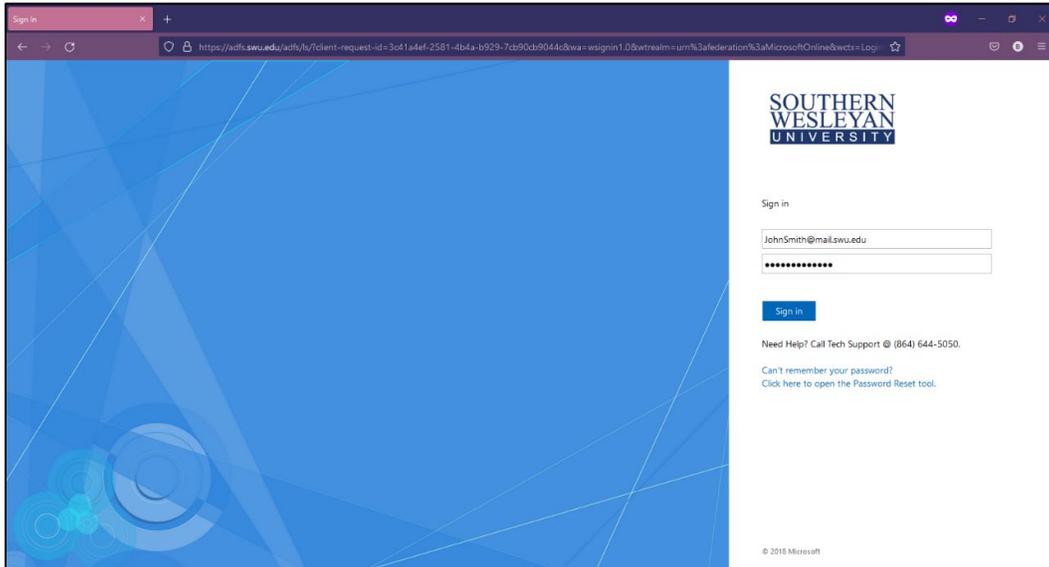
1. Open a web browser on your device *(ex. Google Chrome, Firefox, Safari, Microsoft Edge)* and go to www.office.com and click the **Sign In** button.
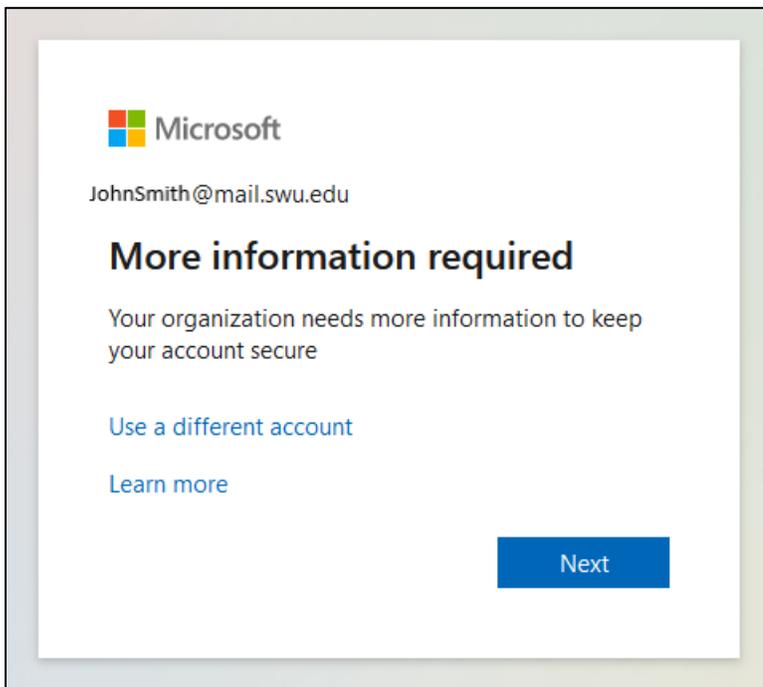

2. Enter your **SWU Email Address** and click the **Next** button.

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

4. Since this is your first time accessing your account, you will be required to provide more information. Click the **Next** button.
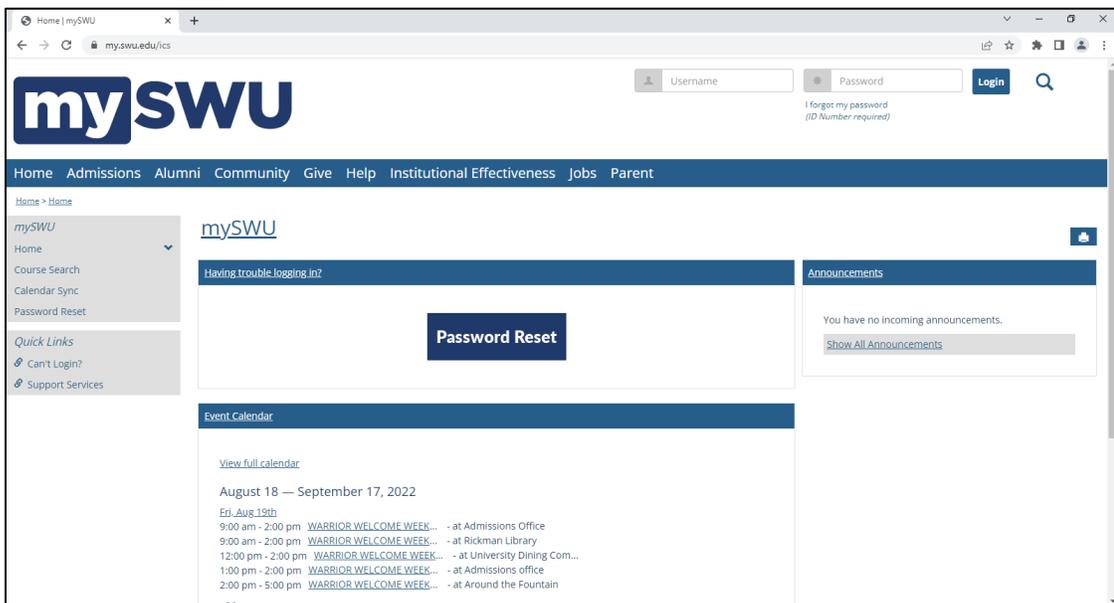
5. Please enter a **valid phone number** or **personal email address** and then continue onto the next section.

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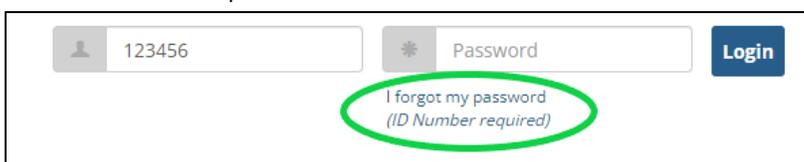
*Instructions on how to reset your passwords can be found on the my.swu.edu homepage and clicking the **Password Reset** button.*

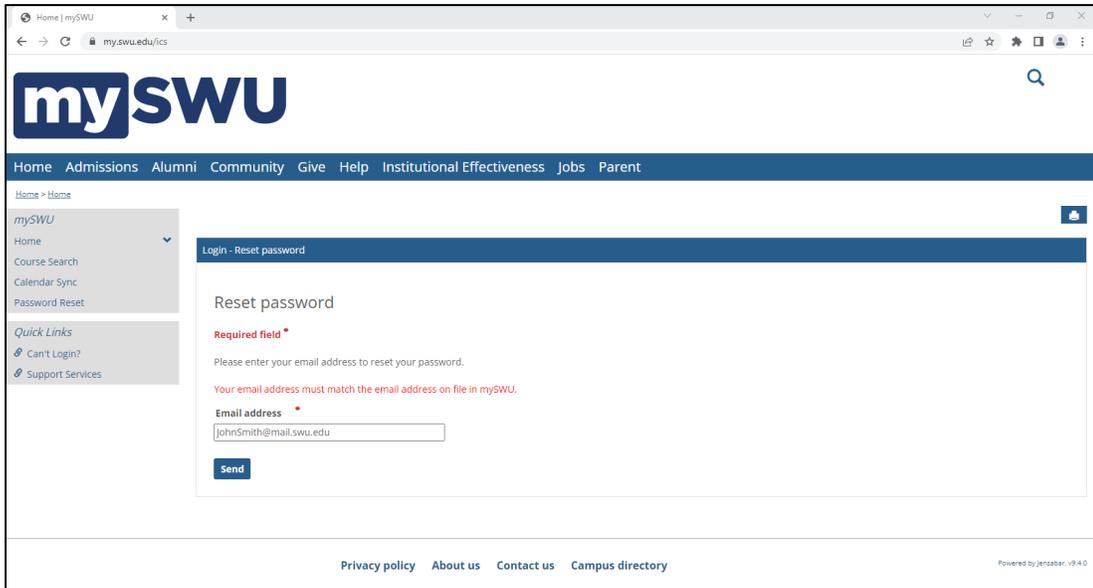## How to Access your mySWU Account for first time sign-in:

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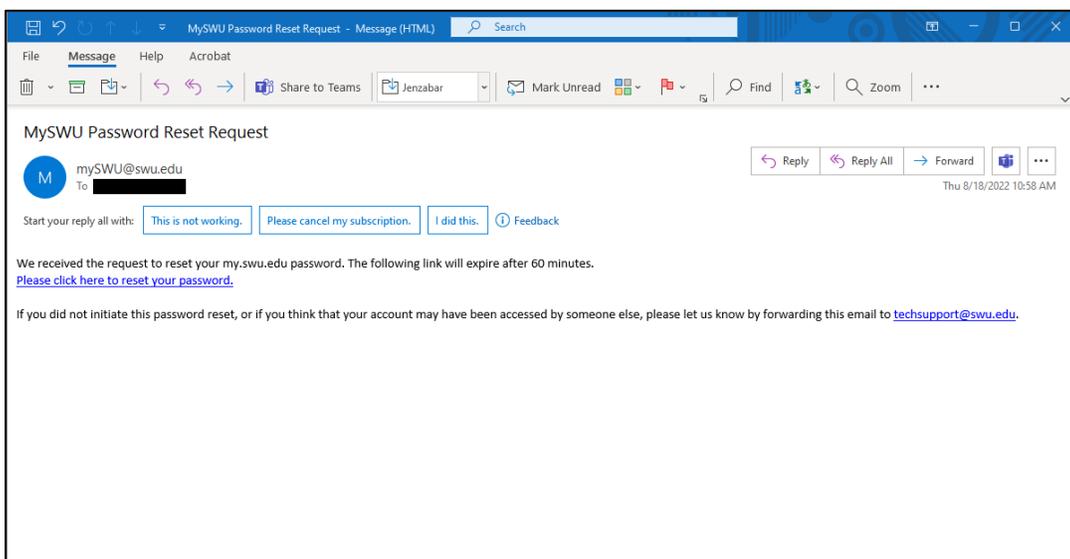
3. Enter your **SWU Email Address** in the box provided, then click **Send**.
   *(You **MUST** click the **send** button to send the email. Hitting the 'Enter key' will not send the email.)*

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.

Login - Reset password

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: *

Reset

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!