

Password Update

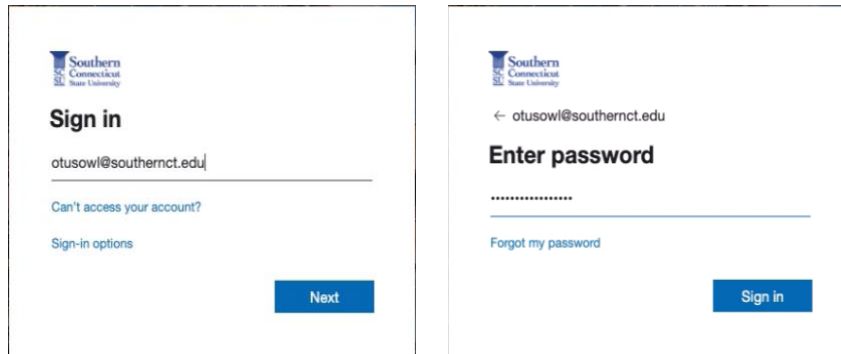
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|-------------------------|---|
| Introduction | 1 |
| Updating password | 1 |

Introduction

The following steps will walk you through how to update your password from within MyApps. If you cannot sign into MyApps with your current password, see our documentation *Forgot Password*.

Updating password

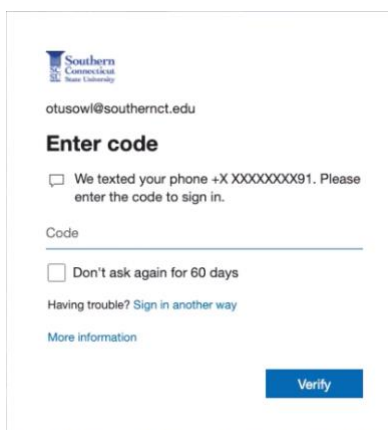
1. Go to myapps.southernct.edu. Sign in using your full SCSU email address and password.



The first screenshot shows the 'Sign in' page. It features the Southern Connecticut State University logo at the top left. Below the logo is the text 'Sign in'. A text input field contains the email address 'otusowl@southernct.edu'. Below the input field are two links: 'Can't access your account?' and 'Sign-in options'. At the bottom right is a blue button labeled 'Next'.

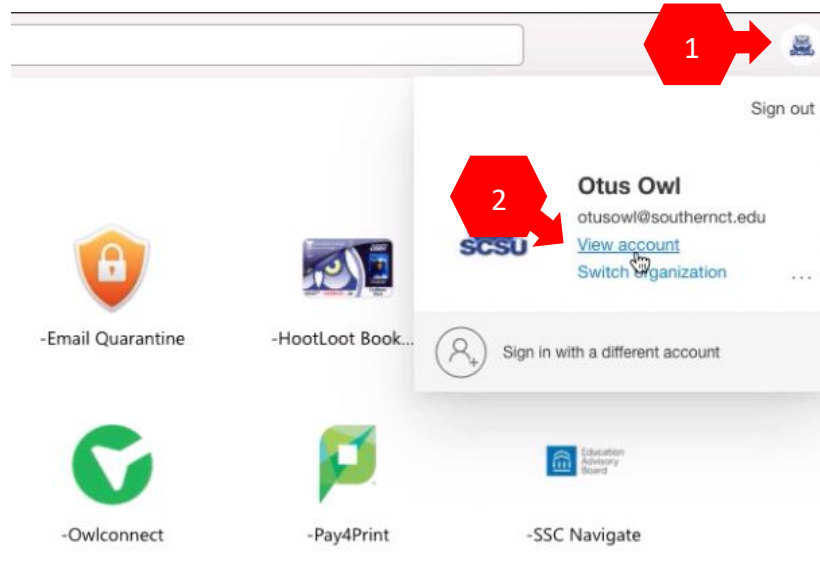
The second screenshot shows the 'Enter password' page. It features the Southern Connecticut State University logo at the top left. Below the logo is the text '← otusowl@southernct.edu'. Below that is the text 'Enter password'. A password input field is shown with a masked password '.....'. Below the input field is a link 'Forgot my password'. At the bottom right is a blue button labeled 'Sign in'.

2. Authenticate your account.

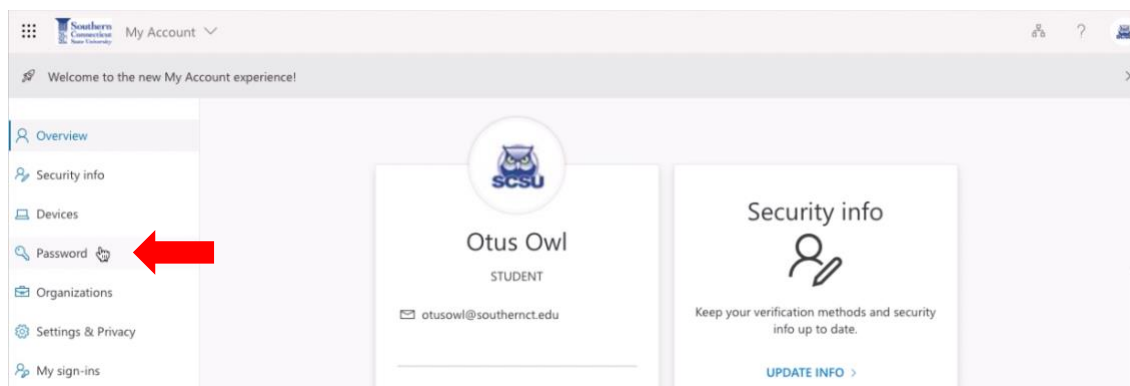


The screenshot shows the 'Enter code' page. It features the Southern Connecticut State University logo at the top left. Below the logo is the text 'otusowl@southernct.edu'. Below that is the text 'Enter code'. There are two checkboxes: the first is 'We texted your phone +X XXXXXXXX91. Please enter the code to sign in.' and the second is 'Don't ask again for 60 days'. Below the checkboxes is a text input field for the code. Below the input field is a link 'Having trouble? Sign in another way'. At the bottom left is a link 'More information'. At the bottom right is a blue button labeled 'Verify'.

3. Select the profile icon in the upper, right-hand corner, then “View account”.



4. Select “Password” from the left menu.



5. Enter your current password for “Old password” and a new password in the two boxes below. The password requirements are as follows:

- Be at least 8 characters long
- Contain at least 1 letter, 1 number, and one symbol
- Can't contain any personal information (i.e. first or last name)
- Can't be any of your last 6 passwords

Select “Submit” when finished.

A screenshot of the "change password" form. The form is titled "change password" and shows the user's ID as "otusowl@southernct.edu". There are three input fields: "Old password", "Create new password", and "Confirm new password". A red arrow points to the "submit" button at the bottom of the form. The "cancel" button is also visible next to the "submit" button.