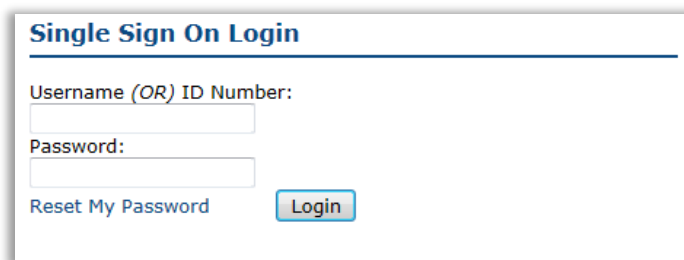


Resetting Password for mySWU

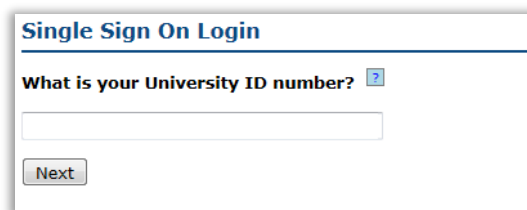
You have the option of synchronizing your mySWU password with SWU Email, Network Computer Login, Impulse SafeConnect, & Chalk and Wire...

1. Select **-Reset My Password-** on the mySWU Home Page.



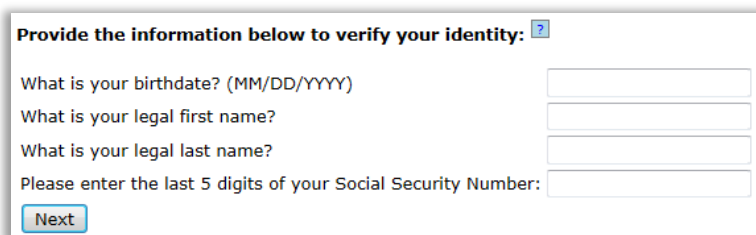
The screenshot shows the 'Single Sign On Login' page. It features a title bar with the text 'Single Sign On Login'. Below the title bar, there are two input fields: 'Username (OR) ID Number:' and 'Password:'. To the right of the 'Password:' field is a 'Login' button. Below the input fields, there is a link labeled 'Reset My Password' and a 'Login' button.

2. Enter your SWU ID number and select **-Next-**.



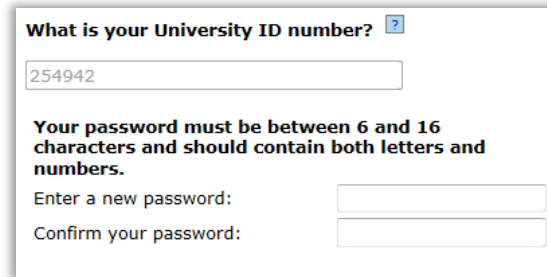
The screenshot shows the 'Single Sign On Login' page. It features a title bar with the text 'Single Sign On Login'. Below the title bar, there is a question: 'What is your University ID number?' followed by a question mark icon. Below the question is an input field. At the bottom of the form is a 'Next' button.

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



The screenshot shows a page titled 'Provide the information below to verify your identity: ?'. It contains four input fields with corresponding labels: 'What is your birthdate? (MM/DD/YYYY)', 'What is your legal first name?', 'What is your legal last name?', and 'Please enter the last 5 digits of your Social Security Number:'. At the bottom of the form is a 'Next' button.

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



What is your University ID number? [?](#)

Your password must be between 6 and 16 characters and should contain both letters and numbers.

Enter a new password:

Confirm your password:

- a. It can take up to 15 minutes to reset your password. 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.