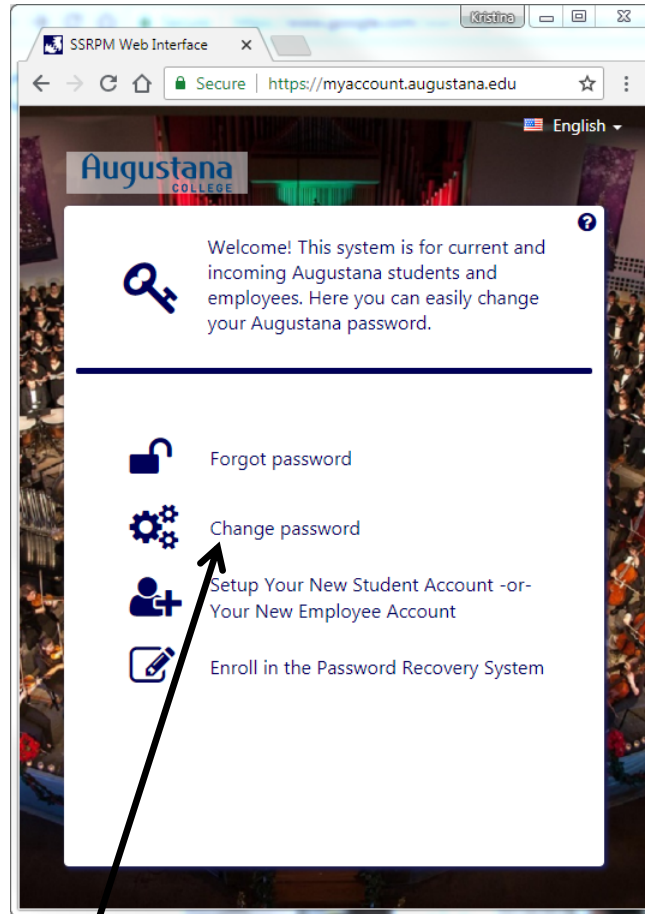


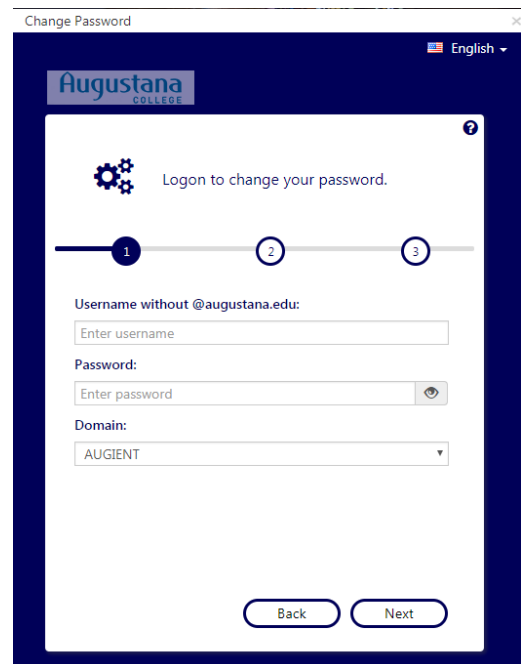
GUIDE TO CHANGE PASSWORD IN AUGUSTANA'S PASSWORD RECOVERY SYSTEM

1. Please have your current Augustana network username and password available.
2. In a browser go to URL: <https://myaccount.augustana.edu>
This will open the following window:



3. Click on "Change Password".
4. In the next window (step 1), enter your username (without @augustana.edu) – for example: johndoe – and your current Augustana network password. **The same password you use to log into your workstation.

Click the "Next" button after your username and password have been entered.

A screenshot of the "Change Password" window. The title bar says "Change Password". The Augustana College logo is at the top. Below it is a gear icon and the text "Logon to change your password." A progress bar shows three steps, with the first step (1) highlighted. The form contains three fields: "Username without @augustana.edu:" with a text input field containing "Enter username"; "Password:" with a text input field containing "Enter password" and a toggle icon; and "Domain:" with a dropdown menu showing "AUGIENT". At the bottom are "Back" and "Next" buttons.

- In the next window (step 2), enter your new password twice, once in each box. Your password must adhere to the rules listed in the window.

DISCLAIMER: The password rules in the sample picture provided to the right may not match the password rules displayed for you. Follow the rules provided on your screen.

The “Change” button will turn from grey to white once your new password has met all the password rules and the entries on both lines match.

**Hint: If you click on the icon that looks like an eye, the password entered on that line will be displayed in plain text.*

Click the “Change” button when your new password has been successfully entered.

Change Password

English

Augustana COLLEGE

Create your new Augustana password.

1 2 3

- ✓ The password must be at least 8 characters long
- ✓ Do not use words contained in your username or name
- ✓ Use at least three of the following character types:
 - number
 - special character (e.g. !, \$, #, %)
 - upper case character
 - lower case character

New password:

.....

.....

Back Change

- In the next window (step 3), click the “OK button.

**Remember changing your password here will change the password for you:

- Augustana computer login
- Augustana Google Email account
- Augustana Office 365 account (if applicable)
- It will also change your password for other Augustana software that is synced to your Augustana computer login, such as Moodle and Arches, etc.

Change Password

English

Augustana COLLEGE

Change password completed.

1 2 3

You successfully changed your password. Click on 'OK' to close the program.

OK