Set New Password

1. From the Main Page, select 'Set New Password'.

2. Enter your username (first.last@washburn.edu) and select 'Continue'.
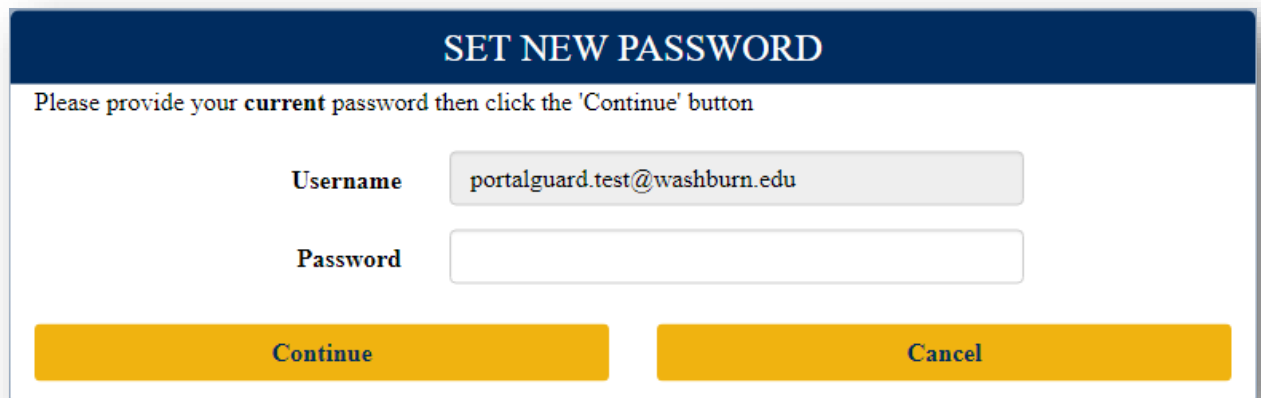
3. Enter your **CURRENT** password and select 'Continue'.

4. Wait for your One-Time-Passcode to arrive, and enter it in the box provided. Select 'Continue'.

SET NEW PASSWORD

A One Time Passcode (OTP) will be delivered as an email to:
sxxxxxxxxxxxx@gmail.com

It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below to continue.

Username: portalguard.test@washburn.edu

One Time Passcode:

Continue   Cancel

5. Following the guidelines provided, enter your new password and retype your new password where provided. Click 'Continue'.

Password Complexity Rules
Your new password must satisfy the following rules:
- Must have at least **1** uppercase character
- Must have at least **1** numeric character
- Must have at least **1** special character
- Must be at least **10** characters long
- Must not contain any parts of your name
- Must contain characters from at least **3** of the following categories:
    1. English uppercase characters (A - Z)
    2. English lowercase characters (a - z)
    3. Base 10 digits (0 - 9)
    4. Non-alphanumeric (e.g. !, $, @, or %)