INSTRUCTIONS FOR CHANGING YOUR PASSWORD  
(YOU MUST DO THIS BEFORE YOU COME TO CAMPUS FOR ORIENTATION)

This screen is what you’ll see when you log in (or a screen that’s very similar):

1. First step is to click on the Home tab, next to the Welcome tab. Then you’ll see a screen very similar to the one shown below. Scroll down until you see the Update Personal Information channel:
2. Click on the link in the Update Personal Information channel called Change PIN:
3. The following window will open in a new tab of your browser. Please note PIN = password on this screen. Type in your existing password in the first box.

4. Type your new password in boxes 2 and 3. Be sure to follow the rules shown on the screen: Your PIN (password) must be at least 9 characters long (maximum 15 characters) with at least one alphabetic character and one number. Please DO NOT use the following special characters: @$&,(<';=#/% or a space.

5. When you are finished, click on the Change PIN button.
6. Great! You’re all done! You should see the following screen. You can x out of the Personal Information tab at this point, and go back to the Home tab.

   This is the screen you’ll get after successfully changing your password. You should close this tab (screen) in your browser at this point.

7. On the Home tab, you can scroll back up to the top, and then click back over to the Welcome tab.
8. If you want to try your new password, click on the Sign Out link in the upper right corner of the screen. IMPORTANT: Wait at least 3 minutes after you sign out before you try to log back in with your new password.

If you encounter any difficulties, contact the Technology Support Center at 570.941.4357 or techsupport@scranton.edu.

Thank you!