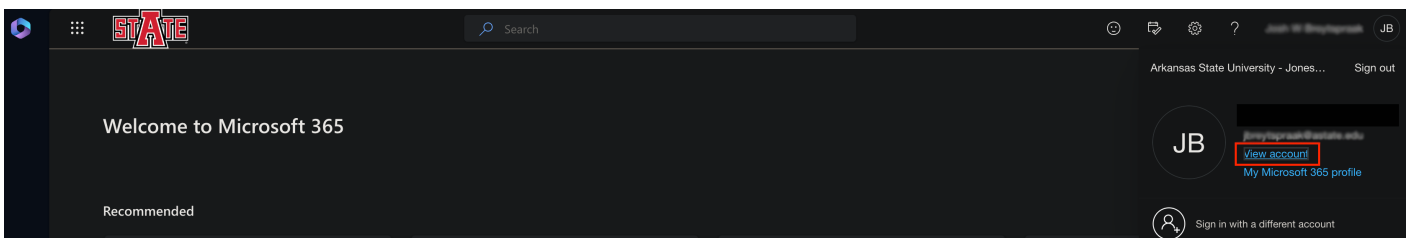


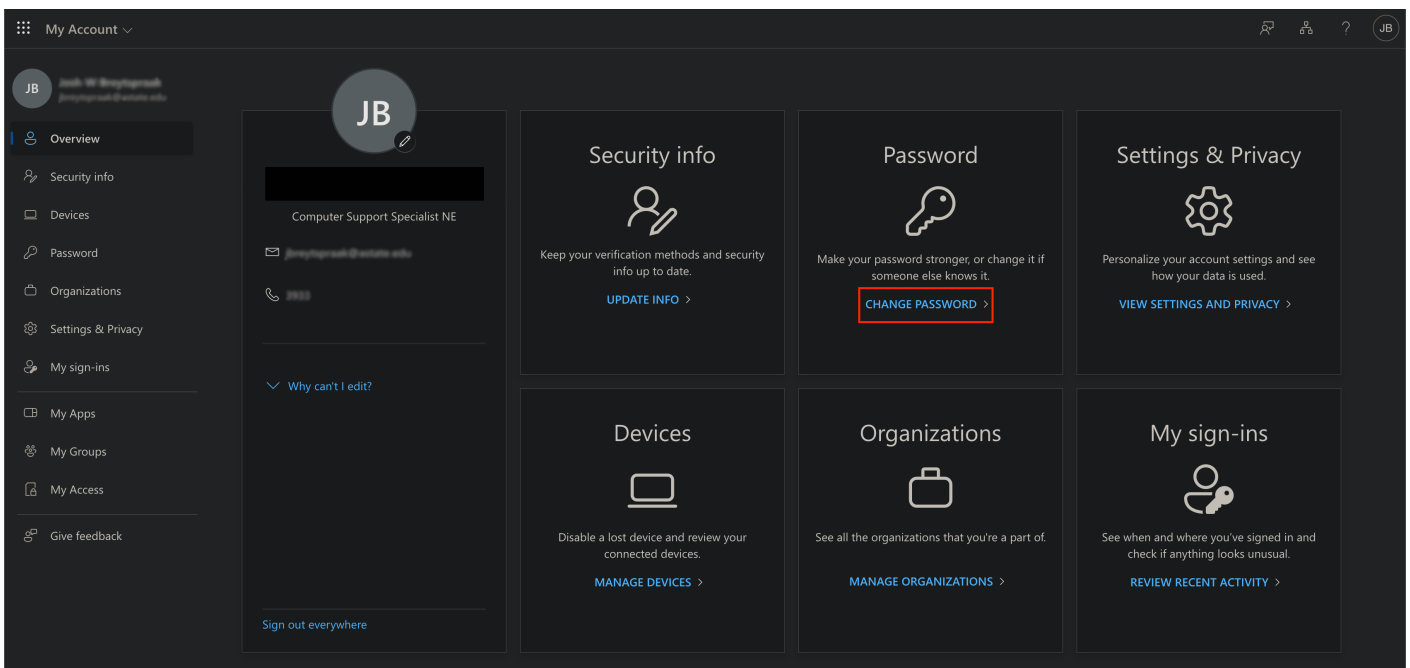
How to Reset A-State Password (Current)

Students, faculty and staff needing to change their password before it expires will need to follow the steps below.

1. While logged in at [Outlook.com](https://outlook.officeapps.com/), click on your name in the top right corner and click on **View account**.



2. Click on **Change Password** in the Overview Tab. Alternatively, you can click on **Password** in the left-hand column.



3. Enter and confirm your new password.

Change your password



User ID

jsmith@asu.edu

New password

Confirm new password

Cancel

Submit

The A-State password requirements are:

- It must contain at least 15 characters
- Have at least one capital letter, one lowercase letter, one number, and one special character
- It also must not contain any part of your name or anything too closely related to ASU
- It can also be set up as a passphrase

4. Click **Submit**. You should see a success message like the one below.

Success, password changed



You can now use your new password when you next sign in.

Done

For further assistance, contact the ITS Help Desk at 870-972-3933 or stop by IT Support Services (itsupportservices@astate.edu). It is located on the bottom floor of the Dean B. Ellis Library, Room 149.

Revision #6

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