

Password Changing References Microsoft Office Windows/Mac

1. Reset your password by logging on the “<https://outlook.com/>”
2. Log into your account username@sienaheights.edu and your password.
3. Look for your **Microsoft letter circular icon** on the **top right corner** of the webpage.
4. Click on “**View Account**”. The next **menu** will display the **Overview** on the **left side**, on the **right side**, **tap on the Password**, then **tap** on the **Change Password link**.
5. Next, your **Userid** will show, and you can type in your **new password**.
6. Enter a new password. **The Criteria for passwords are listed below:**
 - a. **Should include the following criteria:**
 - b. **Uppercase Letter Lowercase Letter**
 - c. **Number**
 - d. **Special Character**
 - e. **Cannot contain your name/username/Studentdom#**
 - f. **12 characters or longer.**
7. Sign in as usual with your **new password**.

Change password from the Network computer on Campus\Sienanet Windows

1. Log on any Windows computer on campus.
2. Next, simultaneously select **Ctrl+ALT+Del** from the keyboard, and in your new menu tap on **Change a password**.
3. The next menu will be blue, **sienanet\yourusername**, and then type your **old password** in the tab below.
 - a. New password (**Criteria reference for password listed above**).
4. Confirm the password and tap on the right arrow. Next, tap on the **sienanet** button.

Change the password from any Network computer.

JAMF Connect Apple Device

1. Log on to the Mac Jamf Connect computer (which displays the **Microsoft Encarta login**).
2. At the **top right corner** of the Mac is a small **dual-box interface icon**, tap on the drop-down menu to **Reset password**, and a menu will open to log on to your **Microsoft Office account**.
3. Type your **username@sienaheights.edu**, and **password** and **tap on next**, to enter your **authentication code**.
4. Your next menu will be your Microsoft menu page to change your password.
 - i. New password (**Criteria reference for password listed above**).

Change the password from any Network Mac computer.

1. Log on to any Mac network iMac device.
2. Open the **System Settings**, and type in **Users** in the **search box** on the **left panel**.
3. Find your **account** and tap on the circle line icon, and then under, to the right of Password, tap on **change**.
4. The next menu, will display the following:
 - a. Old Password
 - i. New Password (**Criteria reference for password listed above**).
 - b. Verify-Password Hint
 - c. Change Password