

Set New Password

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



WASHBURN ACCOUNT MANAGEMENT

Username

Password

WASHBURN UNIVERSITY

Login Set New Password Forgot Password?

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



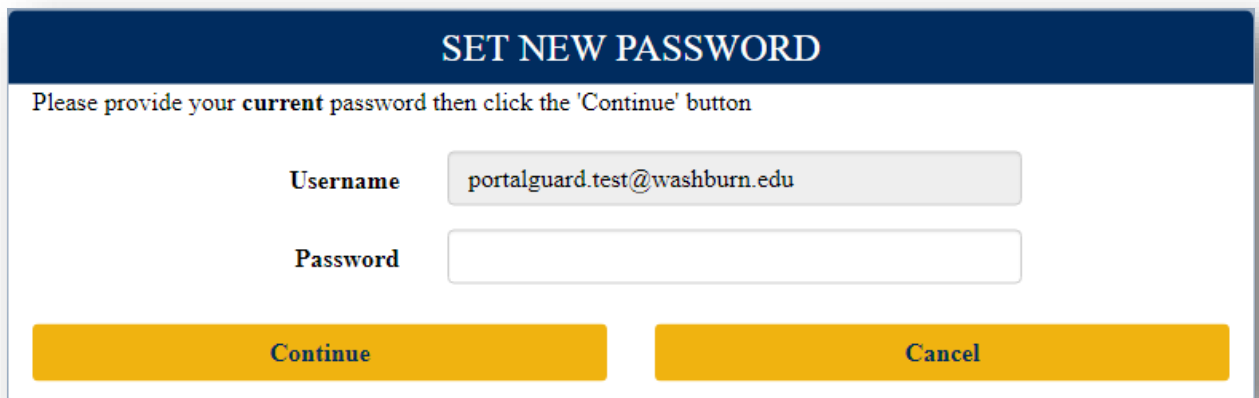
SET NEW PASSWORD

Please provide your username below then click the 'Continue' button

Username

Continue Cancel

3. Enter your **CURRENT** password and select 'Continue'.



SET NEW PASSWORD

Please provide your **current** password then click the 'Continue' button

Username

Password

Continue Cancel

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:
xxxxxxxxxxxx@gmail.com

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

Username

One Time Passcode

Continue **Cancel**

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

SET NEW PASSWORD

Please provide your new password, confirm it then click the 'Continue' button

Password Complexity Rules

Your new password must satisfy the following rules:

- Must be at least **6** characters long
- Must have at least **1** uppercase character (A - Z)
- Must have at least **1** numeric character (0 - 9)

Username

New Password

Confirm Password

Continue **Cancel**