

Set New Password

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

WASHBURN PASSWORD MANAGEMENT

Username
first.last@washburn.edu

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 and then click the 'Continue' button

Username first.last@washburn.edu

Cancel Continue

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

SET NEW PASSWORD

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

Username portalguard.test@washburn.edu

Password ●●●●●●●●●●

Cancel Continue

4. Create a new password that meets Washburn University's password guidelines. Note that in addition to the requirements in the green box, your new password **cannot** contain your name. Once the requirements have been satisfied, click 'Continue'.

SET NEW PASSWORD

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

Please note that along with the requirements outlined below, your new password **cannot** contain your name.

Password Complexity Rules

Your new password must satisfy the following rules:

- Must be at least **10** characters long
- Must have at least **1** uppercase character (A - Z)
- Must have at least **1** numeric character (0 - 9)
- Must have at least **1** special character (!, \$, #, or %)

Username

New Password

Confirm Password