Salve Regina University Information Technology
Revised 10-23-2017

Changing your password via Salve Portal:

1.) Open your web browser and navigate to portal.salve.edu
2.) Click the option "*I want to change my password*".

Password Requirements:

- *Minimum length: 8 characters*
- *Your new password must be different from your existing password.*
- *The new password cannot be the same as the four previously used passwords.*

Sign in with your work or school account

firstname.lastname@salve.edu

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Sign in

I want to change my password

Please sign in with your Salve Regina University e-mail address (username@salve.edu). Please contact the IT Help Desk for assistance by phone at (401) 341-7777 Option 2, or by e-mail at helpdesk@salve.edu.

3.) Enter your username, current password, then enter your new password twice. Then select "*Submit*".

firstname.lastname@salve.edu

Old password

New password

Confirm new password

Submit   **Cancel**

Return to Sign-in Page

4.) You will now receive confirmation that the password change has been successful and you will be redirected to the Salve Portal.

Update Password

Your password is successfully updated.