Salve Regina University Information Technology
Revised 6-23-2017

<u>Manually Changing your password via Salve Portal:</u>

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.*
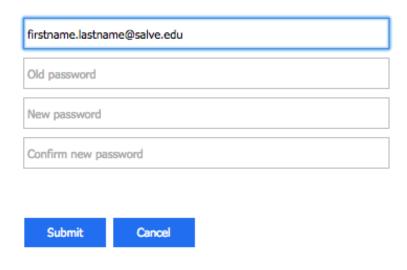
Sign in with your work or school account

> firstname.lastname@salve.edu

> ••••••

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*".

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.