Changing and Managing your Password

Password Manager Recommendations:

When you get the password expiration notice, do the following:

1. Log into Password Manager (www.assumption.edu/password) with your current password.

2. Click on “My Question and Answer Profile” and remind yourself of your answers and questions stored in Password Manager. You will need to know these if you forget your new password. It is very common to forget your new password within the first two weeks of changing your password. So, be prepared to use Password Manager to change your password again using the “Forgot My Password” option. This will ask you for your answers to confirm your identity.

3. After reviewing your answers, click cancel.

4. If you decide to change any of your answers, you need to agree to your changes and click Finish.

5. On the next screen, click on go to home page:
Changing your Password

If you are sure you know all of your answers to your personal questions, you can just go to the

To change your password, go to www.assumption.edu/password. The following screen will appear. You need to enter your login name and enter the characters in the picture in the box below it.

When you click search, the following screen then appears. Select Manage my Passwords.
The following screen appears. Enter your **current** password. Click Next.

When the following screen appears, enter your **new** username and password. Your new password must comply with the password policy. To see the password policy, click here. When done, click **Finish**.

Please **REBOOT** your machine after you change your password!