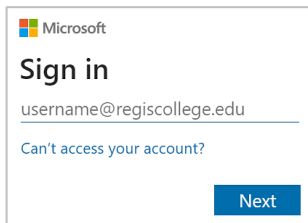


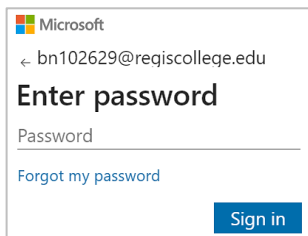
# Change Your Regis Password

1. Open a browser and go to [SHARP](#) (the faculty and staff portal) or [SPIKE](#) (the student portal).
2. If you are not already signed in through two-factor authentication, a Microsoft **Sign in** window will open. Enter your Regis login (not your email address).



A screenshot of the Microsoft Sign in window. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field containing "username@regiscollege.edu". A link "Can't access your account?" is positioned below the input field. At the bottom right, there is a blue "Next" button.

3. Click on the **Next** button.
4. In the **Enter password** window that opens, enter your Regis password.

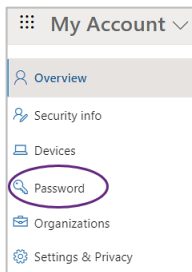


A screenshot of the Microsoft Enter password window. It shows the Microsoft logo and the email address "bn102629@regiscollege.edu" with a back arrow. The main heading is "Enter password". Below it is a "Password" input field. A link "Forgot my password" is located below the input field. At the bottom right, there is a blue "Sign in" button.

5. Click on the **Sign in** button.
6. Complete the **two-factor authentication** on your mobile phone or designated device.
7. In the portal that opens, click your initials (or picture) in the upper-right corner of the page.

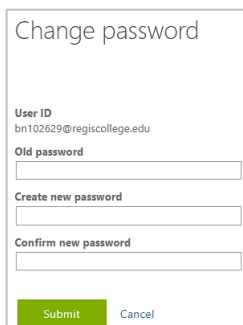


8. Select the **View account** option.
9. On the **My Account** page, click on **Password** found in the left sidebar.



A screenshot of the "My Account" sidebar menu. The title "My Account" is at the top with a dropdown arrow. Below it are several menu items: "Overview", "Security info", "Devices", "Password", "Organizations", and "Settings & Privacy". The "Password" item is circled in red.

10. In the **Change password** window, enter your old password then create/confirm a new password.



A screenshot of the "Change password" window. It displays the "User ID" as "bn102629@regiscollege.edu". Below this are three input fields: "Old password", "Create new password", and "Confirm new password". At the bottom, there are two buttons: a green "Submit" button and a grey "Cancel" button.

11. Click **Submit**.

**Please note that it may take up to 15 minutes for a password change to take effect.**