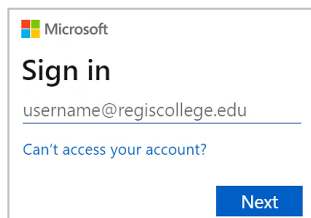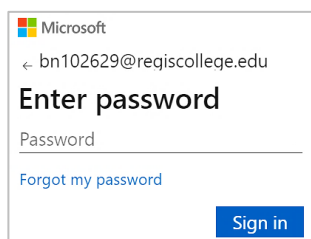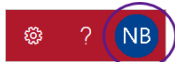# Change Your Regis Password

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).

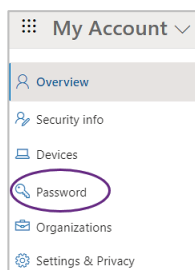3. Click on the **Next** button.
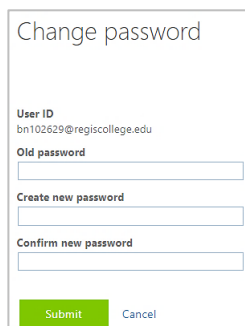4. In the **Enter password** window that opens, enter your Regis password.

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.

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

11. Click **Submit**.

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

REGIS