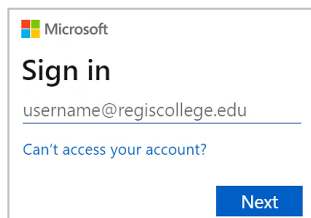
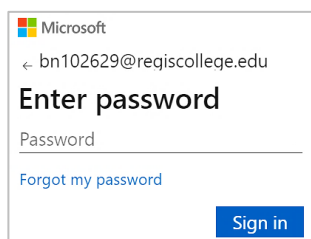


Change Your Regis Password

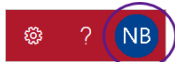
1. Open a browser and go to [SHARP](#) (the faculty and staff portal) or [SPIKE](#) (the student portal).
2. If you are not already signed in through two-factor authentication, a Microsoft **Sign in** window will open. Enter your Regis login (not your email address).

A screenshot of the Microsoft Sign in window. It features the Microsoft logo at the top left. Below it, the text "Sign in" is displayed. A text input field contains the username "username@regiscollege.edu". Below the input field is a link that says "Can't access your account?". At the bottom right is a blue button labeled "Next".

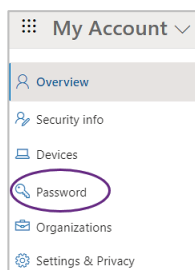
3. Click on the **Next** button.
4. In the **Enter password** window that opens, enter your Regis password.

A screenshot of the Microsoft Enter password window. It features the Microsoft logo at the top left. Below it, the text "Enter password" is displayed. A text input field is labeled "Password". Below the input field is a link that says "Forgot my password?". At the bottom right is a blue button labeled "Sign in".

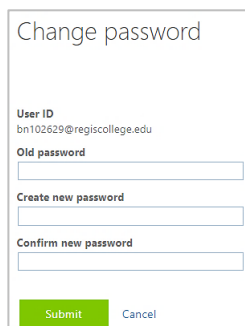
5. Click on the **Sign in** button.
6. Complete the **two-factor authentication** on your mobile phone or designated device.
7. In the portal that opens, click your initials (or picture) in the upper-right corner of the page.



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. The sidebar is titled "My Account" with a dropdown arrow. It contains 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 features the title "Change password" at the top. Below the title, the "User ID" is displayed as "bn102629@regiscollege.edu". There are three text input fields: "Old password", "Create new password", and "Confirm new password". At the bottom 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.