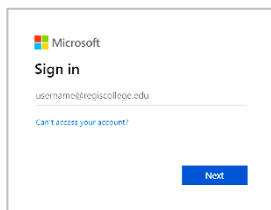
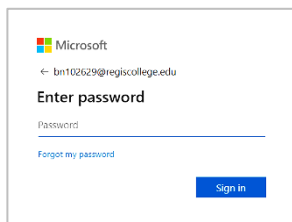


Change Your Regis Password

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), then click on the **Next** button.

A screenshot of the Microsoft Sign in window. It shows the Microsoft logo, the text "Sign in", and a text input field containing "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".

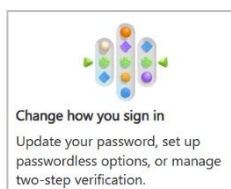
3. In the **Enter password** window that opens, enter your Regis password then click **Sign in**.

A screenshot of the Microsoft Enter password window. It shows the Microsoft logo, the text "Enter password", and a text input field 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".

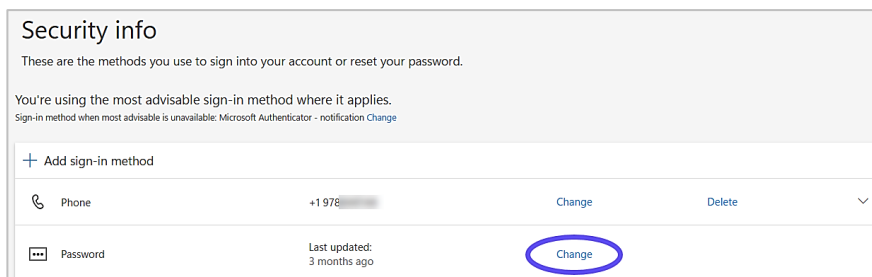
4. Complete the **two-factor authentication** on your mobile phone or designated device.
5. In the portal that opens, click your initials (or picture) in the upper-right corner of the page.



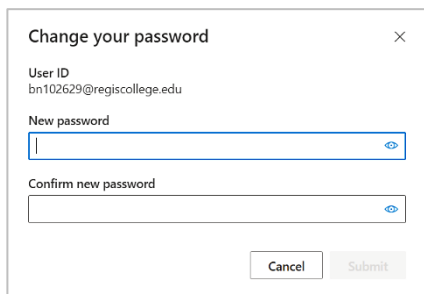
6. Select the **View account** option.
7. On the **My Account** page, click on the **Change how you sign in** option.



8. In the **Security info** page that opens click on the **Change** option for **Password**.

A screenshot of the "Security info" page. It has a title "Security info" and a subtitle "These are the methods you use to sign into your account or reset your password." Below this, it says "You're using the most advisable sign-in method where it applies." and "Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification Change". There is a section titled "Add sign-in method" with a plus icon. Below this, there are two rows of sign-in methods. The first row is "Phone" with a phone icon, a masked number "+1 978-...", and buttons "Change" and "Delete". The second row is "Password" with a key icon, the text "Last updated: 3 months ago", and a button "Change" which is circled in blue.

9. In the **Change your password** window, create then then confirm your new password.

A screenshot of the "Change your password" window. It has a title "Change your password" and a close button. Below the title, it shows "User ID" as "bn102629@regiscollege.edu". There are two text input fields: "New password" and "Confirm new password", each with a toggle icon to the right. At the bottom are two buttons: "Cancel" and "Submit".

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

10. Click **Submit**.