

HOW TO CHANGE/RESET SU PASSWORD

Please find the instructions given below to “*Change your password*”

Important: The Recommended browser to access SU E-resources is **Firefox**

If the password is expired,

1. Please use this link to update your password, which will re-instate your access to all systems:

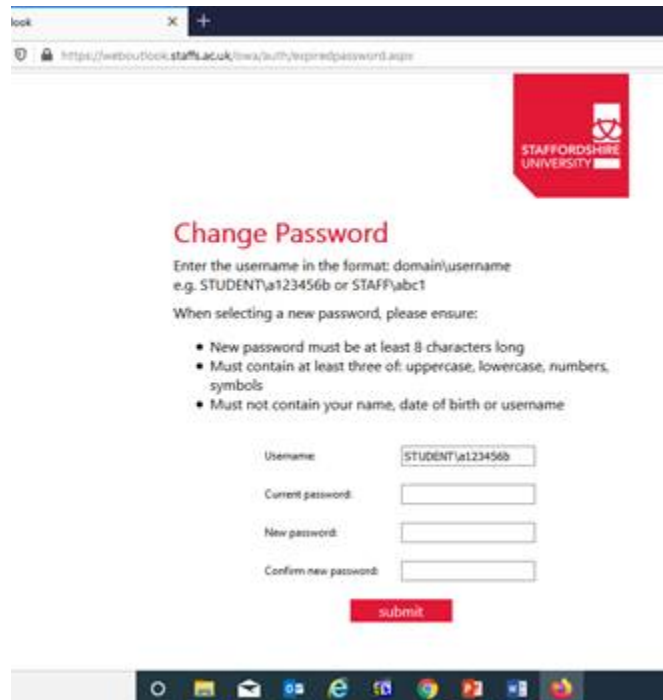
<https://weboutlook.staffs.ac.uk/owa/auth/expiredpassword.aspx>

2. Please make sure you enter the username exactly. An example is given below for your reference.

You must enter your username with STUDENT\ in front of it, in capitals, exactly as shown there.

Example: STUDENT\f029559h

3. The “Current password” is your usual password (This may be your date of birth in format DDMMYY if you have not changed it).
4. Your “New password” must be at **least** 8 characters long, and **must** contain:
 - Lowercase letters.
 - Uppercase letters.
 - A number.



look x +

https://weboutlook.staffs.ac.uk/owa/auth/expiredpassword.aspx

STAFFORDSHIRE
UNIVERSITY

Change Password

Enter the username in the format: domain/username
e.g. STUDENT\123456b or STAFF\abc1

When selecting a new password, please ensure:

- New password must be at least 8 characters long
- Must contain at least three of: uppercase, lowercase, numbers, symbols
- Must not contain your name, date of birth or username

Username:

Current password:

New password:

Confirm new password:

submit

If the password is incorrect,

1. Click on “Reset it now”

v030162j@student.staffs.ac.uk

Enter password

Your account or password is incorrect. If you don't remember your password, [reset it now.](#)

Password

[Forgot my password](#)

[Sign in with another account](#)

[Sign in](#)

e.g. a123456b@student.staffs.ac.uk
abc1@staff.staffs.ac.uk

2. Follow the instructions given



Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com

Enter the characters in the picture or the words in the audio.

[Next](#) [Cancel](#)

If you need any clarification please write to library@apiit.lk or call +94-11-7672127-129, +94-11-7675214-215

Thank you!