

# Need to Change Your Faculty/Staff Password?

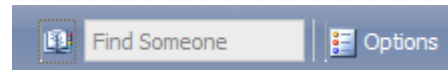
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Passwords for faculty and staff at National-Louis University expire every 90 days. To change your password using OWA, please follow these steps.

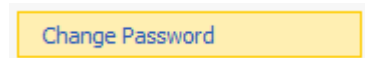
1. Login to owa using your current username and password

User name:  and  
Password:

2. Click "Options" in the top right corner



3. Click "Change Password" from the menu on the left



4. Enter the your old password, then your password twice.



## Change Password

new

Enter your existing password, type a new password, and then type it again to confirm it.

After saving, you may need to re-enter your credentials and log on again. You will be prompted by Outlook Web Access after your password has been changed successfully.

Domain\user name: NLUMASTER\UserName  
Old Password:   
New Password:   
Confirm New Password:

### Password Requirements:

Your new password must be at least 8 characters long. Your new password must also include at least 3 of the following 4 categories:

1. Uppercase letters
2. Lowercase letters
3. Numbers
4. Special characters (i.e. ! \$ or \*)

Your new password cannot include your username and cannot contain consecutive characters (ex. ABC, 123, ABC123). An example of a good password is Pmimffr# or Pmimffr1. It is strongly recommended DO NOT USE any word in a dictionary and especially not the names or nicknames of your friends, relatives, pets, street address, city, or anything that is easily associated with you.

Once you've successfully changed your password, here are a couple of things to keep in mind:

1. You will be required to change your password every 90days.
2. The server stores your 6 most recent passwords and will not let you use the same password until you've had 6 other passwords.