

## myPassword - Registration

Current students, prospective admitted students, faculty and staff may use myPassword, the self-service password management tool for SXU netID password assistance.

To take advantage of the self-service functions, register your account:

1. Visit <http://mypassword.sxu.edu> and click “Register Now – New Users.”



**myPassword**  
SXU PASSWORD MANAGEMENT

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myPassword Management System

[Register Now - New Users](#)

By registering for the myPassword Management System, you will be able to change your password before it expires or reset your password in case you forget.

[Reset Password - Registered Users](#)

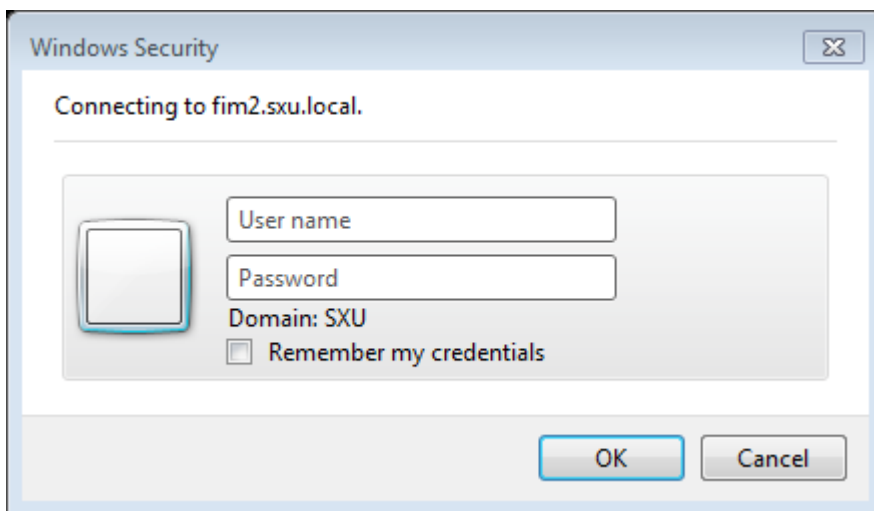
Registered users: Change your password before it expires or reset your password in case you forget.

Need assistance? Call 773-298-HELP (773-298-4357)

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3700 West 103rd Street, Chicago, IL 60655 | 773-298-3000  
18230 Orland Parkway, Orland Park, IL 60467 | 708-802-6200  
119 N. Gilbert Road, Gilbert, AZ 85234 | 480-926-2119

2. When prompted, type your netID and Password. (Note: when registering for the MyPassword system off campus, you may need to include sxu as the domain. For example, if your netID is xyz1, you should enter your netID as sxu\xyz1.)



Windows Security

Connecting to fim2.sxu.local.

User name

Password

Domain: SXU

Remember my credentials

OK Cancel

3. Click “Next” to continue.

## myPassword - Registration

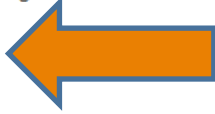


### myPassword Registration

If you ever forget your password, you can reset it yourself without calling your help desk.

Click "Next" to register.

Next



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4. Type your password, then, click "Next."



### myPassword Registration Your Current Password

Enter your current password below, then click 'Next'.  
(logged in as: SXU\testuser3)

Password:

Next

Cancel



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5. Type your answers to at least 2 of the security questions, then, click "Next."

## myPassword - Registration



### myPassword Registration Register Your Answers

Answer at least 2 questions.

Each answer must contain at least four characters, and no two answers may be the same.

What was the make and model of your first car?

What was your dream job as a child?

What was the first concert you attended?

What was the first name of your childhood friend?

What was the last name of your favorite high school teacher?

Next

Cancel

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6. Provide an alternate email address, then, click "Next." We highly recommend using a Gmail or Yahoo e-mail account.



### myPassword Registration Alternate Email Address

Provide a non-SXU email address below. When you use the myPassword Management System to reset your password, a verification security code will be sent to this non-SXU email address.

Email address:

Next

Cancel

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## myPassword - Registration



Registration  
Complete!

Completed: You are now registered



Visit the myPassword Management System if you forget your password or to change your password before it expires.

- Contact the Help Desk if you have questions about the myPassword Management System.
- 773.298.HELP or 773.298.4357
- [Log into my.sxu.edu portal](#).