

## myPassword: Reset or Forgot Password

Current students, prospective admitted students, faculty and staff who have registered with the myPassword self-service password management tool may change their SXU netID password.

1. Visit <http://mypassword.sxu.edu> and click “Reset Password – Registered Users.”



### 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. Enter your SXU netID, then, Click “Next.”



### Password Reset: Forgot Password or Change Password Before Expiration

Please enter your netID below:

Next

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3. Type the answer (provided during the registration process) to the question presented, then, click "Next."



### Verify Your Identity: Submit Your Answers

When you successfully submit your answer to the question presented, a security code will be sent to the alternate non-SXU email address you provided at the time of registration.

What was the make and model of your first car



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4. Visit the alternate email inbox (provided during the registration process) to retrieve the security code that was generated. (Be sure to look in the "junk" folder if you don't see the notice in the inbox.)
5. Enter the security code, then click "Next."



### Verify Your Identity: Email Verification

Enter your security code below. The security code was sent to the alternate non-SXU email address you provided at the time of registration.

**\*Be sure to look in the junkmail folder if you don't see the notice in the inbox**

Security Code:

Next

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6. Enter a new password, then, re-enter the password to validate.

*Note: Be sure your new password contains at least 8 characters. It should be mixed case and should include at least one number or symbol. (For example: SamplePW99)*

7. Click "Next" to continue.



### Password Reset: Choose Your New Password

(Resetting password for testuser3)

Enter a new password:

Re-enter the password:

Next

Cancel

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Success: Your password has been reset



You can now use your new password to access Saint Xavier University systems.

[Log into my.sxu.edu portal](#)



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