



Harrisburg University

Student Password Change

This is a simple guide on how to change your password **if you already know your password**. If you have lost your password, please follow the other guides on resetting your password or select the “Can’t access your account?” link on the login page.

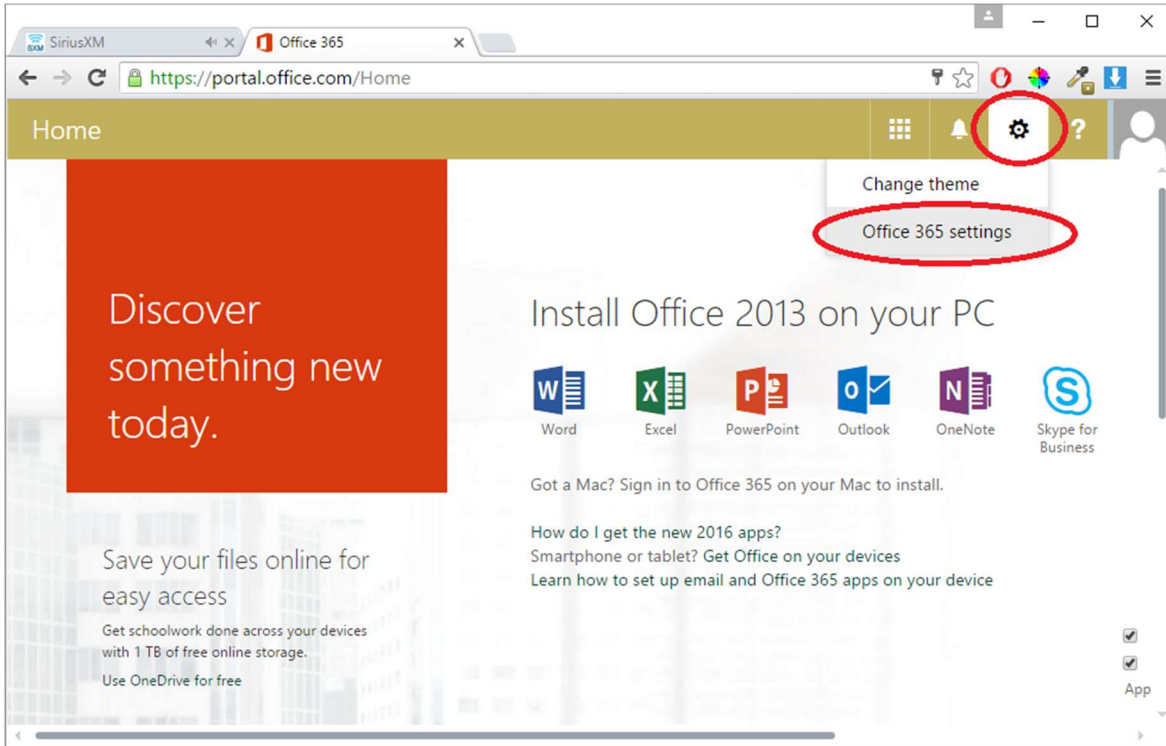
Login to your Harrisburg University Email

To access your email, go to <http://portal.office.com> and enter your HU email address and password.

The screenshot shows a web browser window with the following content:

- Browser tabs: SiriusXM, Sign in to your account
- Address bar: Microsoft Corporation [US] <https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=4&ct=☆>
- Left banner: 2005 ANNIVERSARY 2015 CELEBRATING 10 YEARS. HARRISBURG UNIVERSITY OF SCIENCE AND TECHNOLOGY.
- Right sign-in area: HARRISBURG UNIVERSITY logo, "Sign in with your work or school account", email field (fastudent@my.harrisburgu.edu), password field (masked with dots), "Keep me signed in" checkbox, "Sign in" button, "Can't access your account?" link.
- Footer: © 2016 Microsoft, Terms of use, Privacy & Cookies, Microsoft logo.

After logging in, click the gear icon and then select Office 365 Settings.



Select Change Your Password in the list. Your new password must meet the requirements below.

Minimum of 8 characters, not similar to the last 3 passwords, contain 3 of the 4 options. Uppercase letters, Lowercase letters, Numbers, and Special Characters (!@#)\$)

