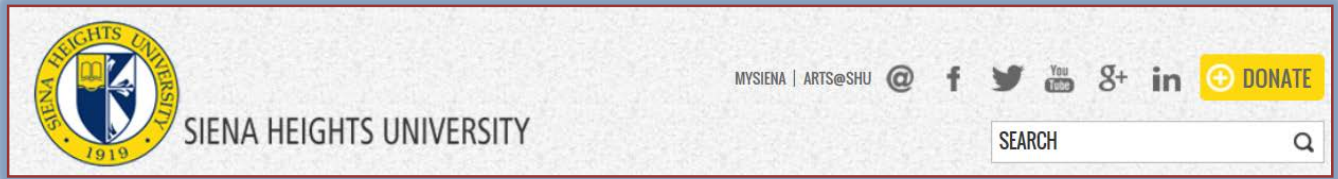


EMPLOYEE-CHANGE PASSWORD

While in My Siena, it is possible to change your password and other personal information.

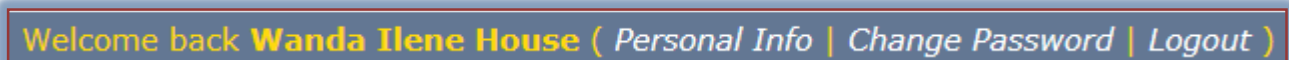
- ✦ Open your Internet browser window and go to the **Siena Heights University** web page (www.sienaheights.edu).
- ✦ Click the **My Siena** link in the top frame of the window (see illustration below).



- ✦ The **My Siena** page may display instead of the **Siena Home Page** when you open the browser window.
- ✦ If this happens, you don't have to click the **My Siena** link.
- ✦ The **My Siena** page should display.
- ✦ Input your **Username** and **Password** in the appropriate boxes (see illustration below).



- ✦ Click the **Login** button.
- ✦ Log into **My Siena**.
- ✦ Click the **Change Password** link (see illustration below).



- ✦ The **Change Password** window will display (see illustration below).

Login - Change Password

Password Requirements

Passwords must be at least **six** characters in length.

Your new password must not be the same as your old password.

For your protection, you are **strongly** discouraged from using your Siena ID, Social Security Number, or date of birth as your password.

Username:

Old Password:

New Password:

Confirm New Password:

- ✦ In the **Username** box, input the username that was assigned to you when you started working at Siena.
- ✦ In the **Old Password** box, input your **Siena ID** or the **new password** that you **created earlier**.

- ✦ In the **New Password** box, input a **new password**.
- ✦ In the **Confirm New Password** box, input the **new password** again.
- ✦ Click the **Change Password** button.
- ✦ The new password will be used the next time you log into the **Windows Network** and **My Siena**.