Changing Your Rockhurst Network Password

For security purposes, your password will expire and needs to be changed every 90 days. You will be notified via email or when logging into any campus PC beginning approximetly 14 days prior to expiration. (After which time you must change your password to continue.)

You may also change your password at any time. The steps below walk you through the various change password processes.

If you have issues generating an acceptable password, please see our Password Requirements page.

Students

From Off Campus Or Residence Hall while connected to the Internet

1. Visit our Password Reset portal and follow the instructions on the screen.

From Any Rockhurst Network PC (while logged in)

1. Press CTRL+ALT+DEL
2. Click on Change Password
3. Enter your old password
4. Enter your new password.
5. Confirm your password by retyping your new password exactly as you did in the previous step
6. Click OK

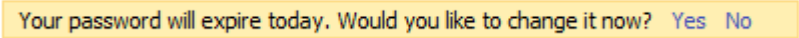
Students should not change their password from within Exchange Labs/Outlook Live email. This will not change your Rockhurst network password, only your password to login to your email. If you have done this, please utilize one of the methods above to resync your network & email passwords.

Employees

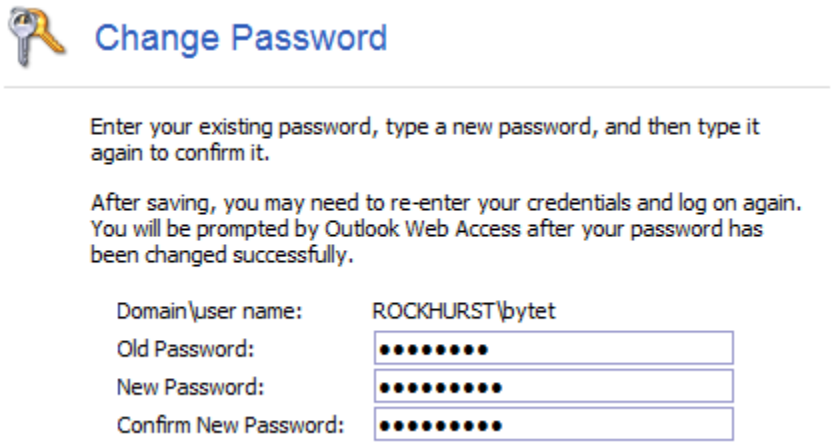
From Off Campus (if your password has expired)

1. Go to http://mail.rockhurst.edu
2. Log into Outlook Web Access with your username and current password.

3. After logging in, the following will appear at the top of Outlook Web Access



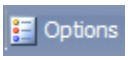
4. Click on Yes
5. The Change Password window will appear, enter your old password followed by your new password (twice to confirm)



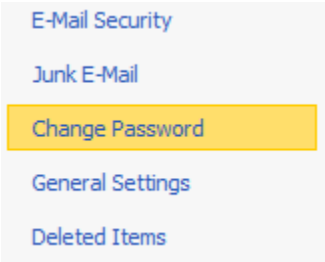
6. Press on the Save button at the top of the window to change your password.

From Off Campus (if your password has NOT already expired)

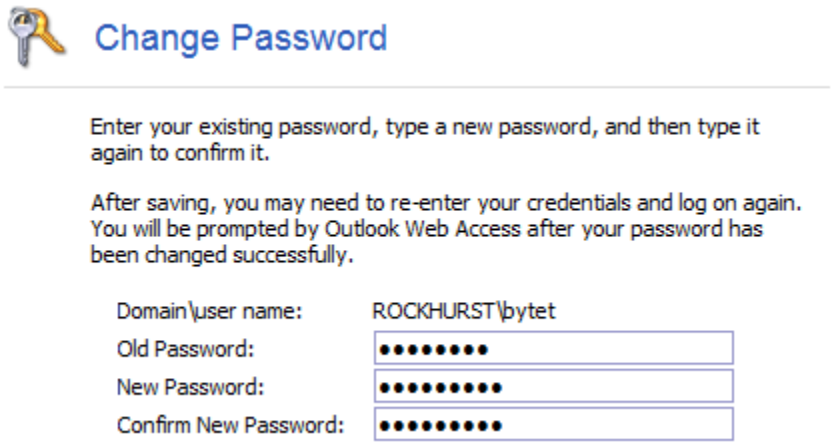
1. Go to http://mail.rockhurst.edu
2. Log into Outlook Web Access with your username and current password
3. From the upper right-hand corner, click on Options



4. From the left-hand side, click on Change Password



5. The Change Password window will appear, enter your old password followed by your new password (twice to confirm)



6. Press on the Save button at the top of the window to change your password.

From Any Rockhurst Network PC (while logged in)

1. Press CTRL+ALT+DEL
2. Click on Change Password
3. Enter your old password
4. Enter your new password.
5. Confirm your password by retyping your new password exactly as you did in the previous step
6. Click OK