Employee Password Reset

When an employee's password expires, many of our online resources will not allow you to log in until you have reset your password. For employees on campus, they receive this prompt from their college computer when they log in. From that prompt, you are able to update your expired password. For others, you will only get notified via the email website. Other sites and services will just deny your login until the password has been reset.

**To reset your password** while away from the college, you must:

Go to https://mail.sjrstate.edu

Log in with your expired password. **(A)**

You will then see a message that your password has expired and you must change it. Fill in your current (expired) password. Then come up with a new password and type that in the New password and Confirm new password field. Then sign in. **(B)**

You will then get a message that the password has been changed. **Click Ok. (C)**

You will return to the sign in screen. Sign in with your new password. **(D)**
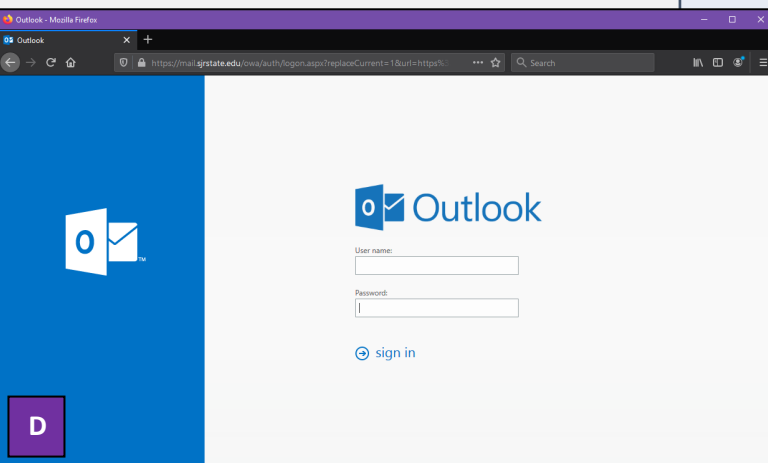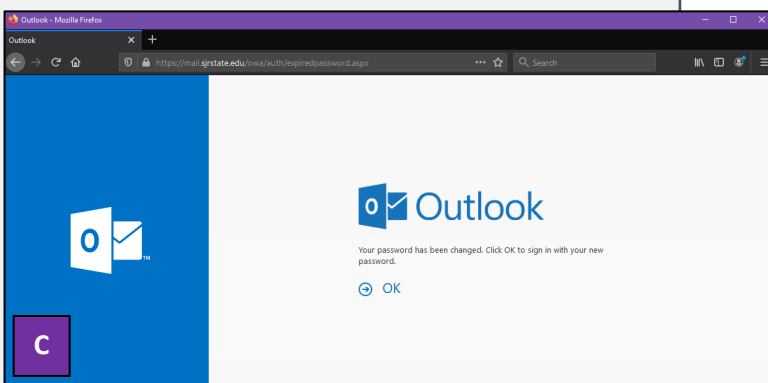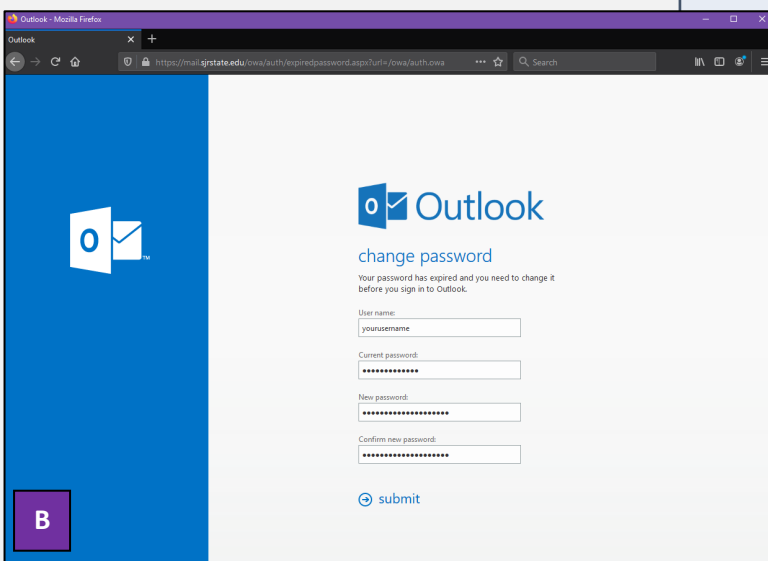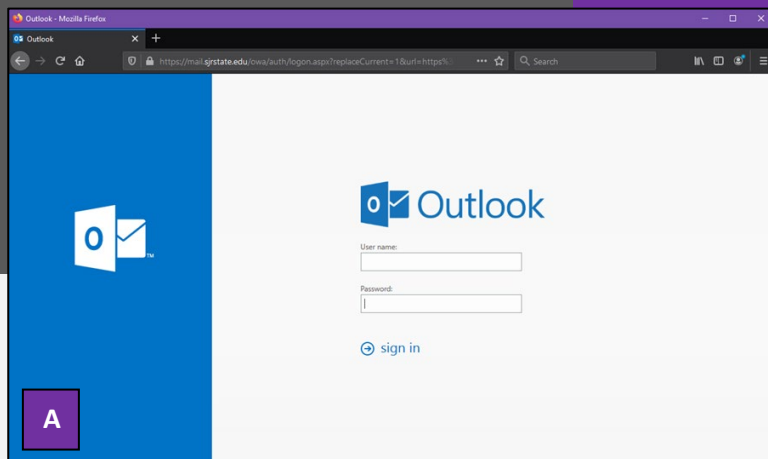
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Now your password has been successfully reset. You can now log back into our other services**. (E)**

If your password has not expired, but you know it will be soon, then you can update your password via the setting in the email website. Go to the settings gear and click options. **(F)**

On the left, click General, My account, and then click the Change my password link in the lower right of the page. **(G)**

From right of the page, you will see a pop-up. Fill in the field and **click save**. **(H)**