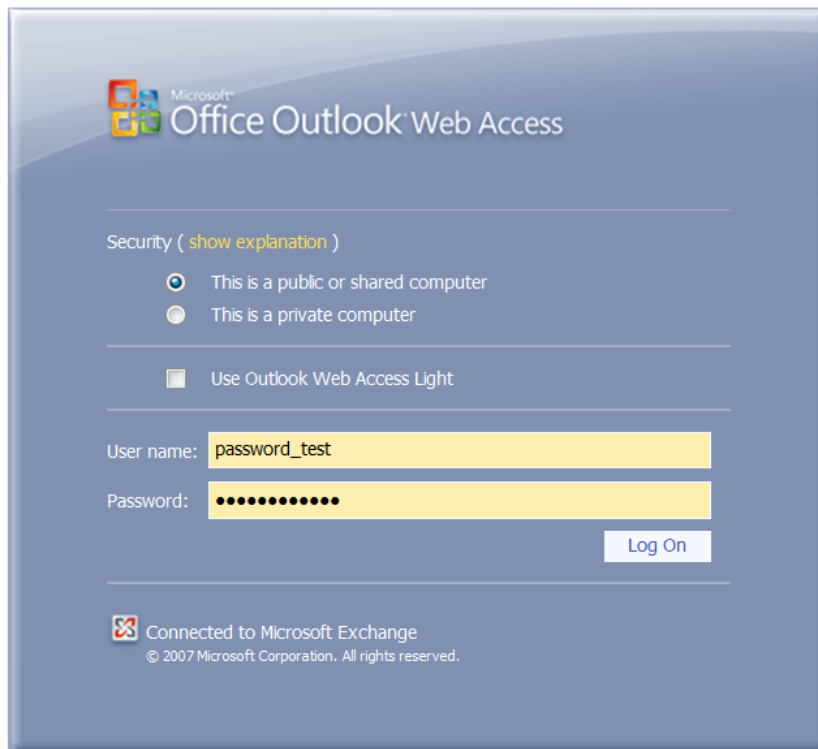


AUM Faculty and Staff Password Reset

This easiest way to reset your password is to go to Outlook Web Access to login.

You can click on <https://exchange.aum.edu> or click on email under Faculty & Staff on the AUM Web site.



Microsoft Office Outlook Web Access

Security ([show explanation](#))

This is a public or shared computer

This is a private computer

Use Outlook Web Access Light

User name: password_test

Password: ●●●●●●●●●●

Log On

Connected to Microsoft Exchange
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Type in your current AUM email user name and password.

AUM Faculty and Staff Password Reset

You will be redirected to the Password Reset Website. Your **user name will be filled in next to the “Account” box**. Type in your old password in the “Old Password” box, and type your new password in the “New Password” box, and re-type the new password in the “Confirm new password” box. Click the OK button.

Internet Service Manager

for AUM Outlook Web Access

Your password has expired. You can change it now.

Account	<input type="text" value="password_test"/>
Old password	<input type="text"/>
New password	<input type="text"/>
Confirm new password	<input type="text"/>

<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Reset"/>
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Once you reset your password, it may take up to 15 minutes for the new password to replicate to all AUM systems.

AUM requires all user passwords to contain a minimum of 8 alphanumeric characters, including:

- A combination of upper and lower case letters
- At least one number
- No common words or phrases
- No variant of your user name



User passwords must be kept confidential and may not be shared with others. Passwords must not be written down and stored in an area where unauthorized individuals may view or access them.

If a password is shared, or there is concern that a user's account has been compromised, the user should contact AUM ITS immediately, in order to have his or her password reset.

AUM Faculty and Staff Password Reset

Once you reset your password, it may take up to 15 minutes for the new password to replicate to all AUM systems.

Internet Service Manager

for AUM Outlook Web Access

Password successfully changed.



[Click to re-login to Outlook Web Access with your new password](#)



Microsoft Office Outlook Web Access

Security ([show explanation](#))

This is a public or shared computer

This is a private computer

Use Outlook Web Access Light

User name:

Password:

The user name or password that you entered is not valid. Try entering it again.

Connected to Microsoft Exchange
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If the change **was successful**, you will receive a confirmation and be presented with a link to return to OWA. **Use your AUM user name and your newly created password to login.** As a reminder, it may take up to 15 minutes for your new password to replicate to all AUM systems.

If you need assistance or have any questions, please call the ITS Help Desk at 244-3500.