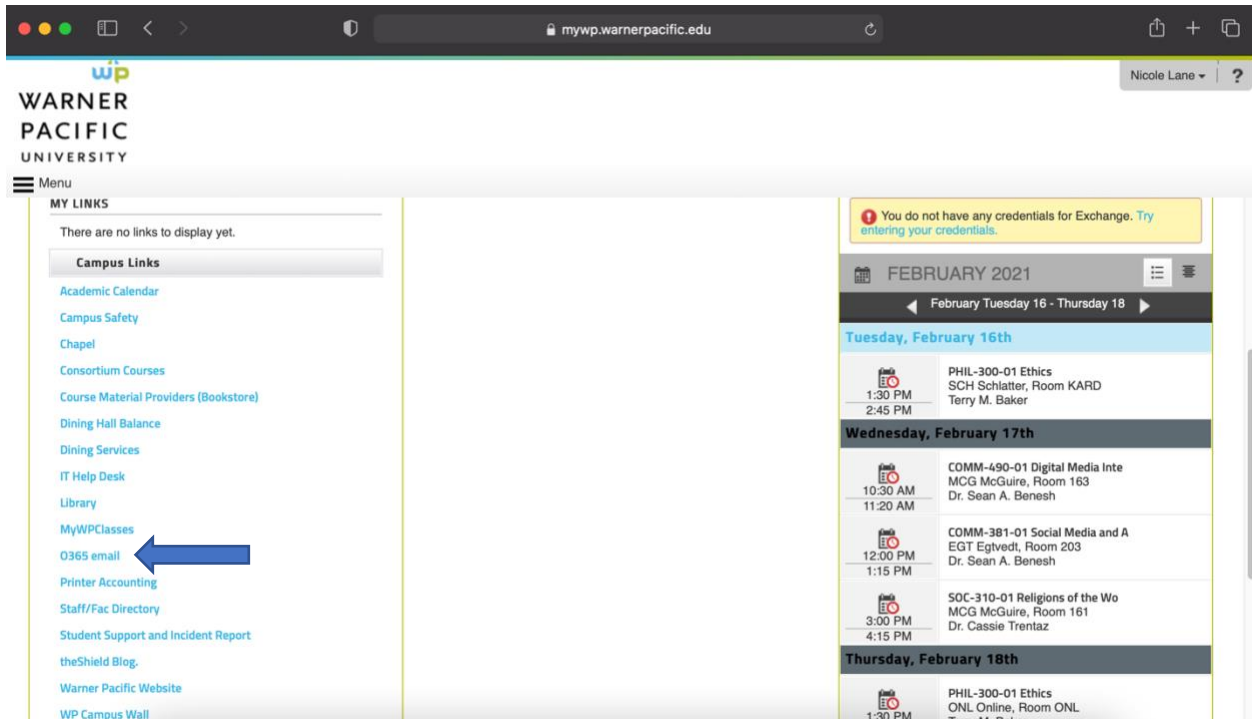


## Changing your MyWP Password

Every 90 days your password will need to be changed. You will receive an email notifying you a couple days in advance.

You can access your student email by clicking on '0365 email' in the left column.

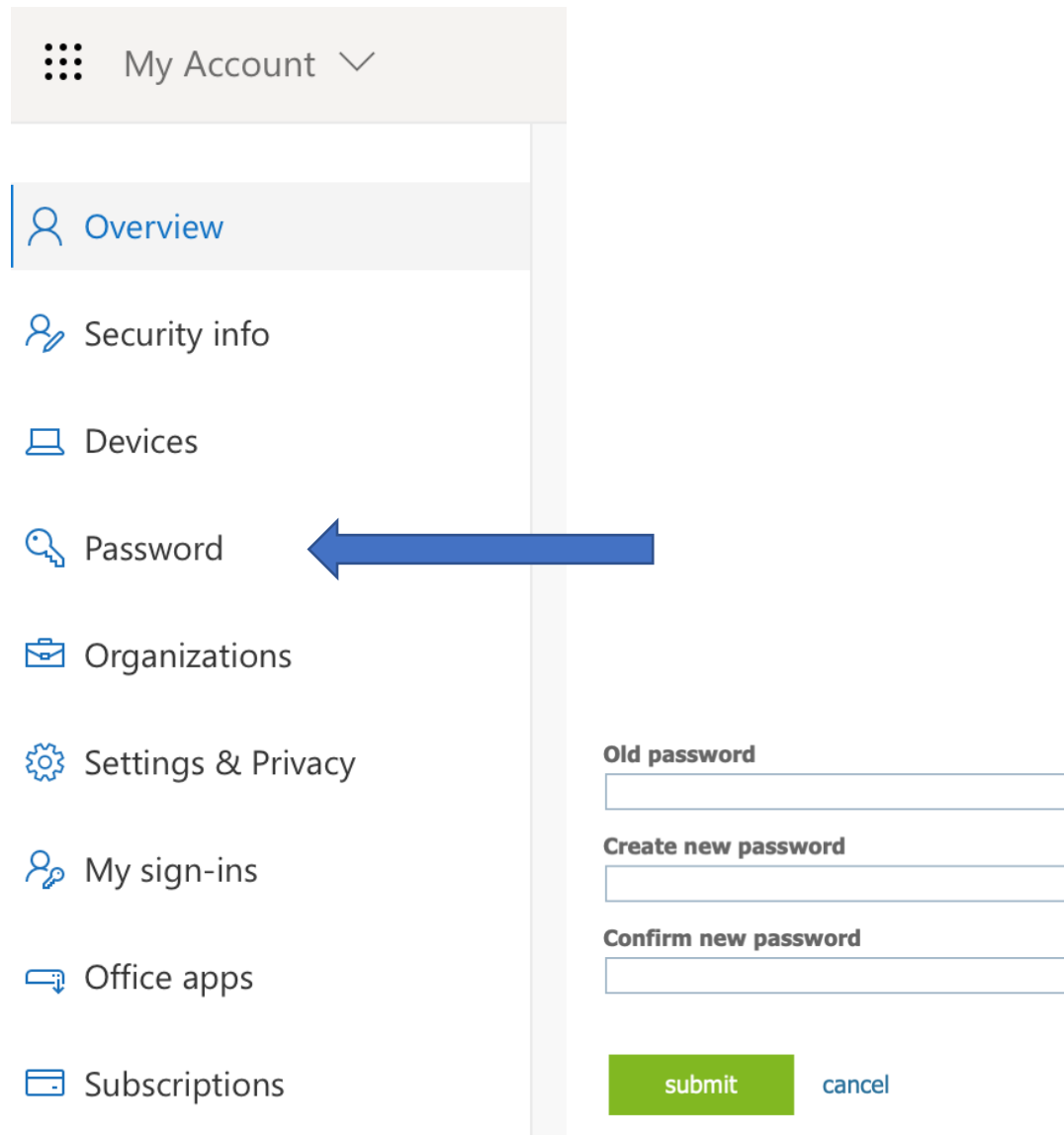


This is your school email account. Your username and password are the same as the one you used for MyWP (ex. jsmith@warnerpacific.edu). This is where you will be notified of school related news as well as where your professors will contact you.

When the time comes to reset your password there is often a notification at the top right. If you do not see one you can also click on your initials on the top right and then 'view account'.



From here you can click on 'passwords', located in the left column. It will direct you to a site where you can reset your password. This will change your password for both the email and MyWP.



The image shows a user interface for account management. On the left is a vertical navigation menu under the heading "My Account" with a dropdown arrow. The menu items are: "Overview" (highlighted with a blue bar), "Security info", "Devices", "Password" (indicated by a blue arrow pointing to it from the right), "Organizations", "Settings & Privacy", "My sign-ins", "Office apps", and "Subscriptions". To the right of the menu is a form for password reset. It contains three input fields: "Old password", "Create new password", and "Confirm new password". Below the fields are two buttons: a green "submit" button and a blue "cancel" button.

My Account ▾

- Overview
- Security info
- Devices
- Password ←
- Organizations
- Settings & Privacy
- My sign-ins
- Office apps
- Subscriptions

Old password

Create new password

Confirm new password