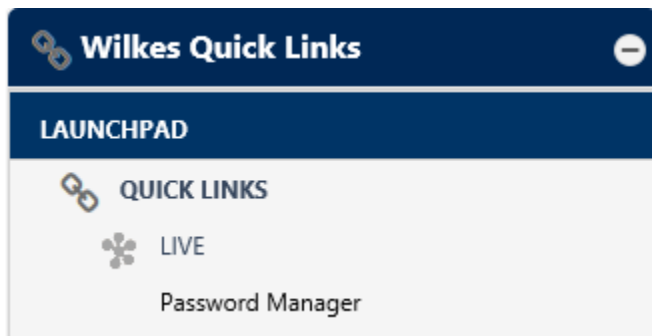
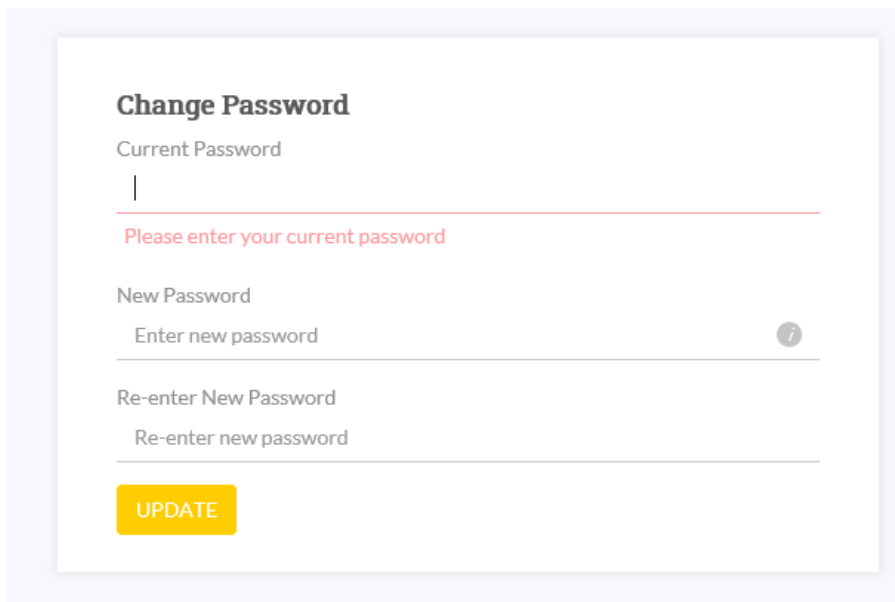
	Revision:	1.0		
	Effective Date:	3/2/20	Revision Date:	3/2/20
	Last Revised by:	Help Desk	Document Owner:	Help Desk
<b>FAQ – How do I change my Wilkes account password?</b>				

## Process

1. Log in to <https://portal.wilkes.edu>.
2. In the **Wilkes Quick Links** section on the left, click the link for **Password Manager**.



3. A **Please re-enter your password** tab will open, enter your password in the pop up and click **Sign in**.
4. In the **Change Password** box, click the **Change Now** button.
5. In the **Change Password** box, enter your current password, create and confirm a new password and click **Update**.



**Change Password**

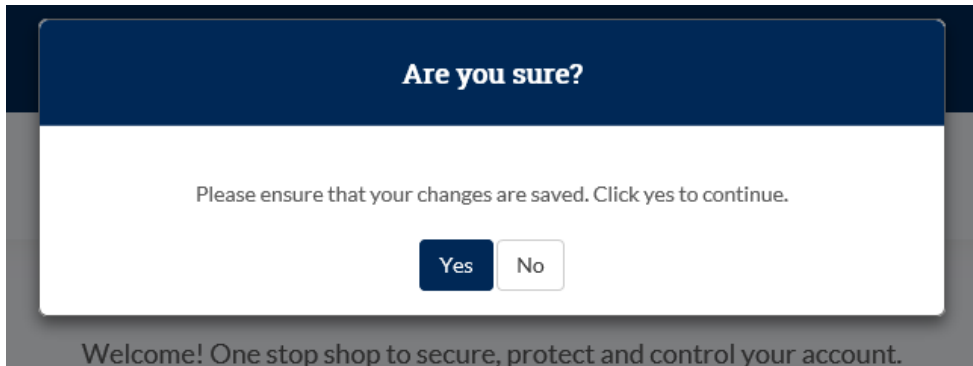
Current Password  
|  
*Please enter your current password*

New Password  
Enter new password ⓘ

Re-enter New Password  
Re-enter new password

**UPDATE**

6. You will see a notice that the password was changed successfully.
7. Click the **Back to Account Security** button, either at the top or bottom.
8. Click the **Back to My Apps** button at the top.
9. Click Yes to the **Are you sure?** pop up to ensure that your new password change is saved.



10. You will be taken back to the Wilkes portal.