

Changing your Email Account Password

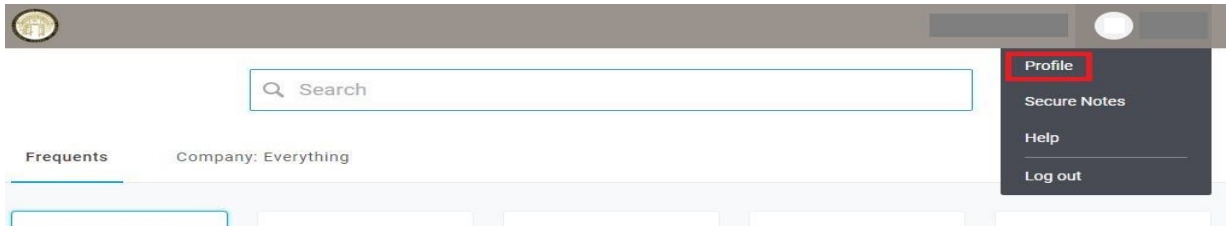
Step 1.

Navigate to the Adrian OneLogin page.

<https://adriancollege.onelogin.com/portal/>

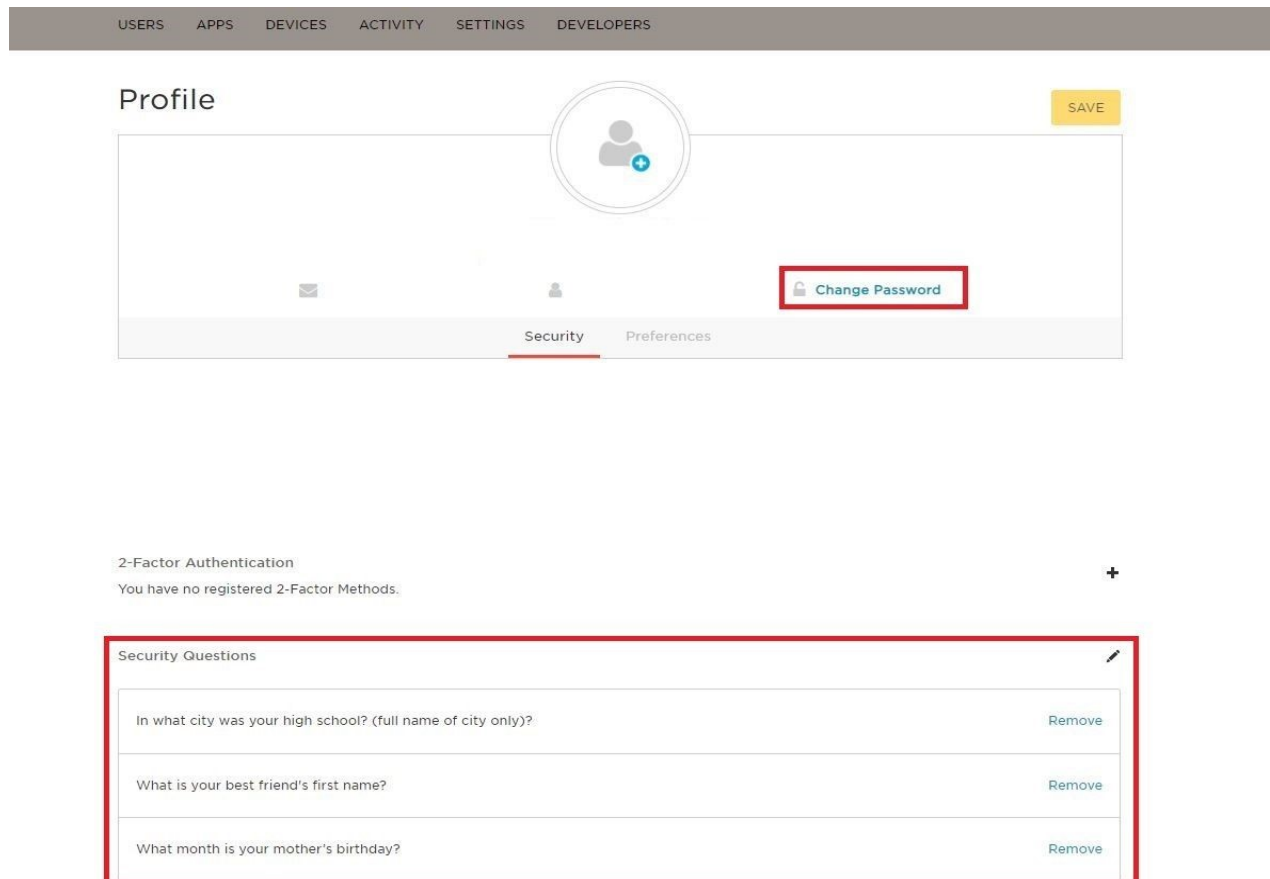
Step 2.

Navigate to your name in the top right hand corner of your OneLogin Homepage, and then to your Profile.



Step 3.

Before changing your password make sure your Security Questions are completed. If/when they are completed then click the blue lettering "Change Password."



Step 4.

From here put your current password in and then follow the requirements to make a new password.

Change Password

Password must be at least 8 characters long, must contain at least three of, upper case letters, lower case letters, numbers, and special characters. Valid special characters include: ! @ # € % & . , \$ + § / () = * ; : _ -

Current Password

New Password

Re-type New Password

**** If you have any issues once the applications have been installed please feel free to contact the Helpdesk at helpdesk@adrian.edu or (517) 417 - HELP (4357) or the Helpdesk Coordinator directly at jblackburn@adrian.edu or (517) 264 - 3117 to help resolve the issue that is occurring. ****

Thank you,
IT Department