

## HOW TO CHANGE YOUR PASSWORD

### On your own computer:

1. Go to:  
[www.albanylaw.edu/changepassword](http://www.albanylaw.edu/changepassword)
2. Enter your email address in the username@albanylaw.edu field
3. Enter your **current password** and then your **new password** twice as indicated.
4. Then press **Submit**.



### Update Password

helpdesk@albanylaw.edu

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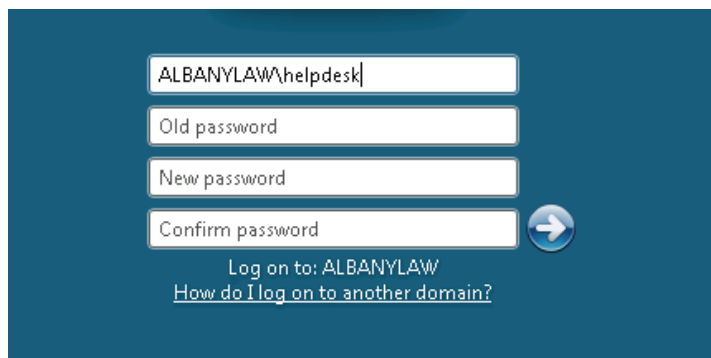
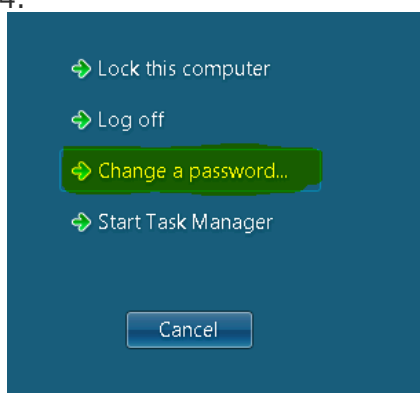
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Submit Cancel

### On an Albany Law School computer (while at the law school):

1. After you log in, press **CTRL+ALT+DELETE**, and then click **Change a password**.
2. Fill in your **old password** and then enter your **new password** twice as indicated.
3. Then press **Enter**.
- 4.



**Please note that if your cell phone is configured to access your Albany Law e-mail, you will need to change the password on your phone immediately after changing it on the network. If you do not, your phone will continue to try and login with the wrong password, which will cause your account to be locked.**

Now log onto the [Portal](#) with **email address** and your **NEW** password.



 ALBANY LAW SCHOOL

Sign in with your organizational account

helpdesk@albanylaw.edu

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Sign in

Sign-in requires format username@albanylaw.edu  
[Click Here To Change Your Password](#)

**You e-mail will now be accessible through the Portal  
(by clicking on Office 365)**