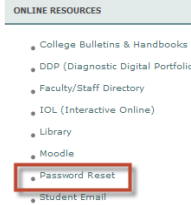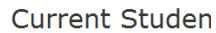# How to Reset Your Temporary Password

Before logging into your email, you must first reset your temporary password. On any computer with Internet access, open a web browser (e.g. Internet Explorer) and go to the Alverno college website http://www.alverno.edu

1. On the left side of the screen, click on **Who Are You?**

2. Click on **Current Student.**
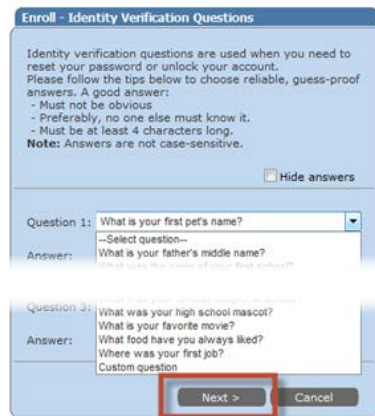3. Click on **Password Reset.**

4. The first time you log in, you must enroll into the Password Reset system. Click **Enroll.**

5. Enter your **username** and **temporary password** and click **Next.**

6. Select **three** questions from the list and provide the answers. To make your answers visible while you are completing the Identity Verification Questions, **DO NOT** check the **Hide answers** box. After you are done selecting and answering the three questions, click **Next.**

7. You will receive the message below. Click **Reset Password** to reset your temporary password.

8. Enter your new password twice. Your password must be:
   - 6-8 characters long
   - Start with a letter (Student web server requirement)
   - Include a number (IOL requirement)
   - Passwords are cAsE- sensitive
   - Letters or numbers only; **NO** punctuation, spaces or special characters

   -Leave the "Ask me to change password at next logon" box **UNCHECKED.**
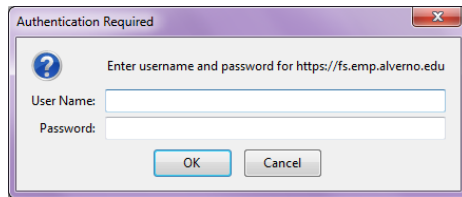   -Leave the "Unlock my account" box **CHECKED.**
   -Click **Proceed.**

9. If your new password does not meet the password requirements, you will see the box below. Click **Try Again** to enter a different password.
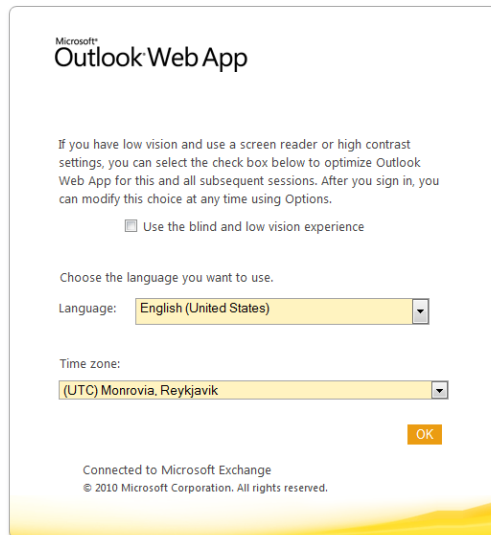

If you are having trouble resetting your password, call (414) 382-6336 for assistance.

How to check your Alverno Office 365 Email Account

Once you have changed your password, you will be able to log in and read your email messages. You can do this by using the email address you received in your letter from Tech Services, and the password you just created.

1. Open a browser and navigate to https://student.alverno.edu
2. Enter your Alverno email address and password. Click OK
3. The first time you log into your email, you will set the Language and Time zone. Leave the language as **English (United States).** The Time zone should be set for **Central Time (US & Canada)**. Click **OK.**

Need Help?

If you need help changing your password or accessing your email, please call the Computer Center at 414-382-6336.