Change Your Campus Service Password
(Any time or upon notification that it will expire soon)

1) Access https://myapps.microsoft.com

2) You should see the logo for Mansfield &

3) Sign-in using your Campus Service Account information (i.e. your Mansfield email).

4) Click on the gray “person” icon associated with your account name

5) Select Profile

6) Select Change Password

7) Enter the Old Password, *Create a New Password, Confirm the New Password & Submit

*Password Change Requirements

1. Password must be at least 8 characters in length.
2. Must be different than your previous 3 passwords.
3. Must not contain significant portions of your user account or full name.
4. Must have 3 of the 4 characteristics below:
   - Lowercase character(s)
   - Uppercase character(s)
   - Numeric character(s)
   - Special character(s), such as ! @ # $ % ^ & *

Reminder: You will have to change your password every 90 days.

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