# Change Your Campus Service Password

**(Any time or upon notification that it will expire soon)**
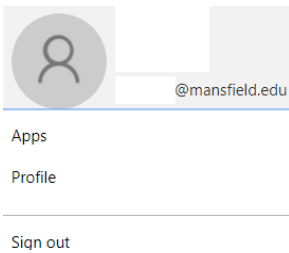
1) **Access *https://*myapps.microsoft.com**

2) You should see the logo for Mansfield & **Microsoft**

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

MANSFIELD UNIVERSITY OF PENNSYLVANIA

5) Select **Profile**

@mansfield.edu

Apps

Profile

Sign out

6) Select **Change Password**

User ID
tbastion@mansfield.edu

Old password

Create new password

Confirm new password

submit    cancel

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.