

Changing your GSA Password

Note: This effects all passwords for all systems in GSA - Canvas, Login, email etc...

Introduction

This document will help you manage your GSA password via Microsoft's Office 365 Online services.

When you change or reset your password the following rules apply

- Must be at least 8 characters long
- Must contain 3 out of the following 4 types of character
 - o Uppercase
 - o Lowercase
 - o Numerical
 - o Special Characters e.g. @ * & % \$!
- Must not be one of the last 12 passwords used
- Cannot have been reset by yourself in the last 24 hours

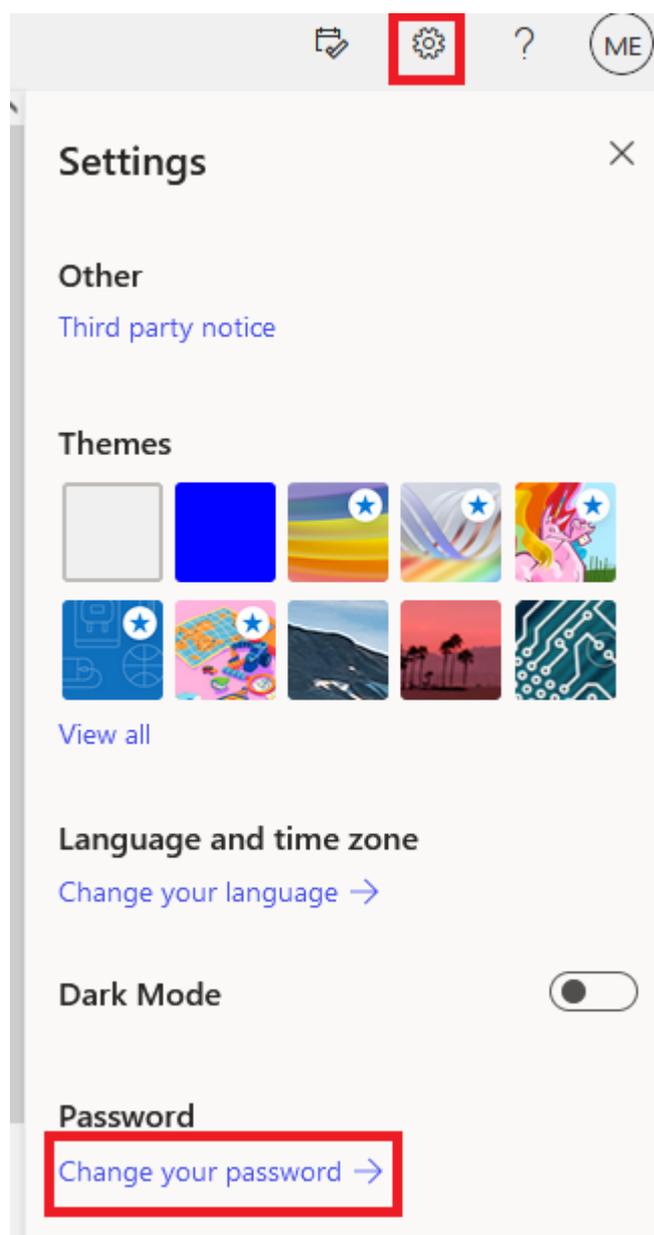
If any one of the criteria are not met, you will receive an error stating that your new password “does not meet the length, complexity or age requirements of your corporate password policy”

Changing your password via Microsoft Office 365

Sign in to <https://office.com> with your GSA email address e.g s.test1@student.gsa.ac.uk

Once logged in click the settings cog near the top right of the screen

Select change a password underneath the password option



Enter in your current password followed by a new password twice and hit submit

Old password

Create new password

Confirm new password

Your password has now successfully been reset, it may although take up to 15 minutes to apply and sync the password change across all GSA systems.