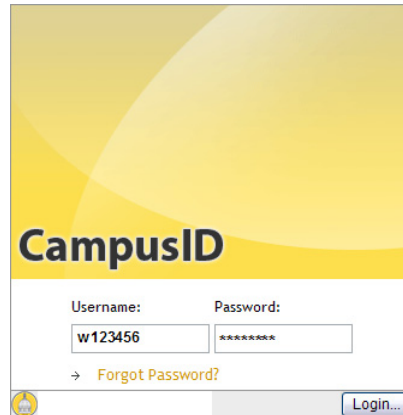


CampusID

How To Change your Password

1. Open your internet browser and navigate to <http://campusid.usm.edu>
2. You will need to input your Campus ID (previously known as your S.O.A.R. ID) and Password. Once you have done this, click the **LOGIN** Button.



CampusID

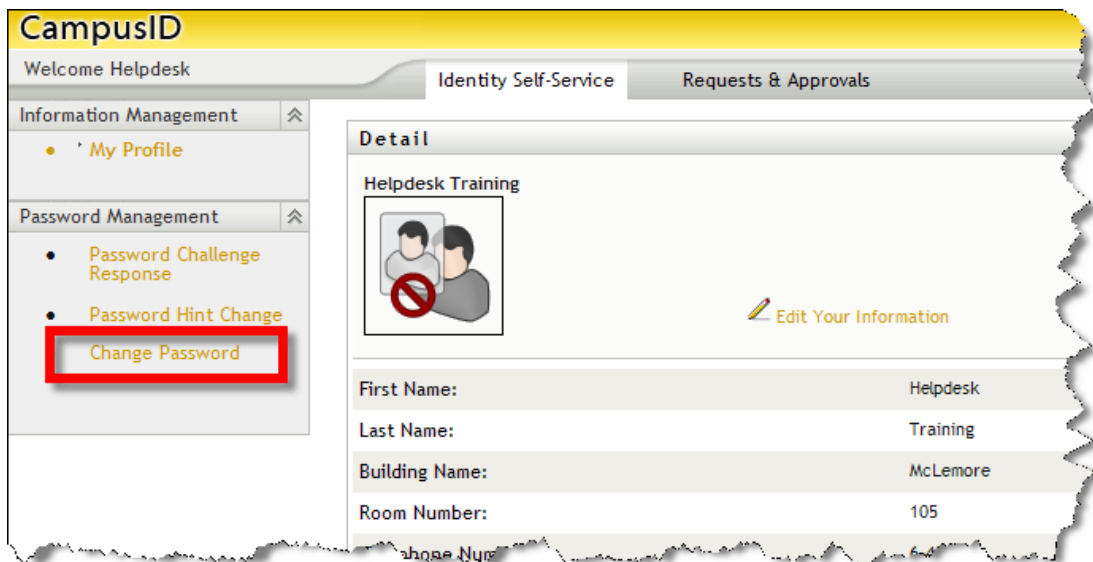
Username: Password:

w123456 *****

→ [Forgot Password?](#)

[Login...](#)

3. Look in the left hand column. You will see the “Change Password” link. Click on **Change Password**.



CampusID

Welcome Helpdesk Identity Self-Service Requests & Approvals

Information Management


- My Profile

Password Management

- Password Challenge Response
- Change Password**

Detail

Helpdesk Training

 [Edit Your Information](#)

First Name:	Helpdesk
Last Name:	Training
Building Name:	McLemore
Room Number:	105

4. In the “Old Password” Box, type your current Campus ID Password
In the “New Password” Box, type the password your new password
In the “Retype Password” Box, retype your new password.

Click **SUBMIT** once you have completed this.



The screenshot shows the CampusID web interface. The main heading is "Change Password". Below the heading, there are instructions for password requirements: "Your password must have the following properties:" followed by a bulleted list: "• Minimum number of characters in password: 8" and "• Maximum number of characters in password: 30". Below this, there are three lines of text: "You may use numbers in your password.", "The password is case-sensitive.", and "You may use special characters in your password.". There are three input fields: "Old password:" with a redacted field, "New password:" with a redacted field, and "Retype password:" with a redacted field. A "Submit" button is located at the bottom of the form, highlighted with a red box.

5. Click **LOGOUT** on the upper right portion of your screen

