Information Technology Services

Accessing your accounts

Changing your password and accessing your SLU Accounts

Step by Step

Changing your SLU Net Password:

1. **Go to password.slu.edu, F1.**
2. **Login** using your **SLU Net ID** and **SLU Net Password**.
    a. Your **initial SLU Net Password** is the **last 6-digits** of your **Banner ID preceded by "Id"**. (The "I" is capital)
        i. Example: Your Banner ID is 000123456 then your initial SLU Net Password is **Id123456**
    b. You are required to change your **SLU Net Password** before accessing SLU systems and then every 180 days.
3. **Create a new password** and **click Submit**, **F2.**
    a. Your new password must contain the following:
        ii. One (1) capital and one (1) lower case letter
        iii. One (1) number
        iv. A minimum of eight (8) characters
        v. No special characters (: * % !. ,)
        vi. Cannot contain 3 consecutive letters from your legal given name
4. Once you receive the **confirmation page**, your password is now set for all systems, **F3**.

Logging into mySLU:

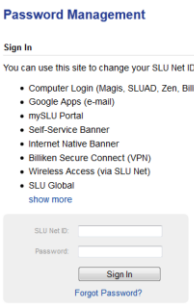
1. **Go to myslu.slu.edu**
2. **Enter** your **SLU Net ID** and **SLU NET Password**, then **Click Login**.
3. **Click** on the "**Tools**" tab to find links to systems, such as Self-Service Banner, SLU Global, and other SLU applications and systems.

Logging into E-mail:

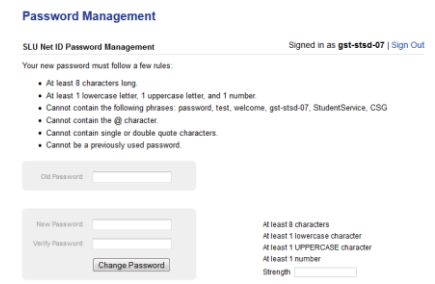
1. **Go to Outlook.Office365.com, F4**
2. **Type** in your new **SLU Email address**
    a. Example: firstname.lastname@slu.edu, this is different from your SLU Net Id
3. **After the screen refreshes, sign-in** using your **SLU Net ID** and **SLU NET Password**.
4. Once you click login, you will be **required** to **accept** the **terms and conditions** of your account.
5. Once the **terms and conditions** are accepted, your **inbox will appear**.

For additional assistance call the ITS Customer Service Desk at (314) 977-4000

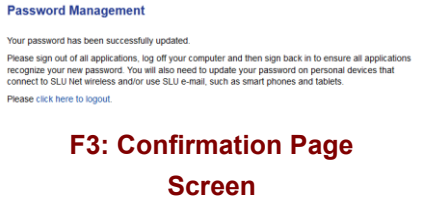
Screens



F1: Password Management Website

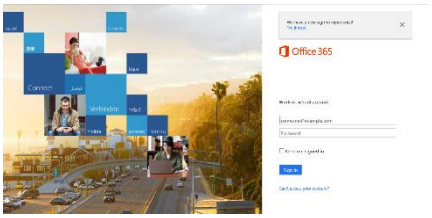


F2: Change Password Screen



F3: Confirmation Page Screen

F3: Confirmation Page



F4: Email Page