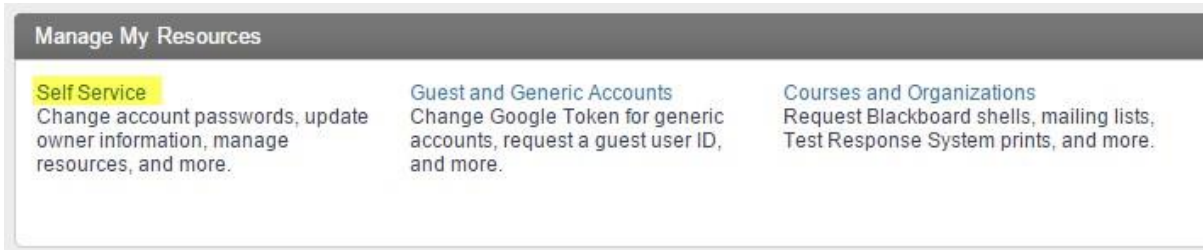


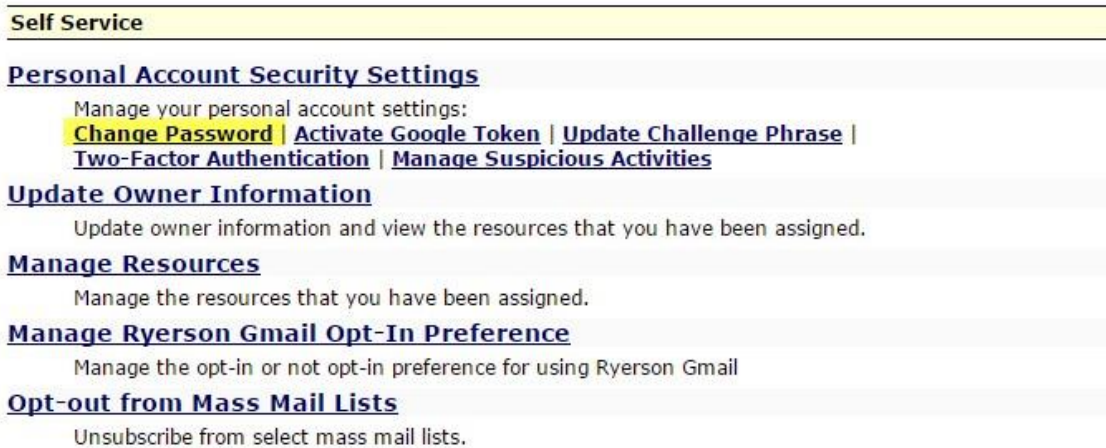
To change Ryerson password

- 1) Login to my.ryerson.ca
- 2) In the RH column, select “Self Service” under the heading “Manage My Resources”



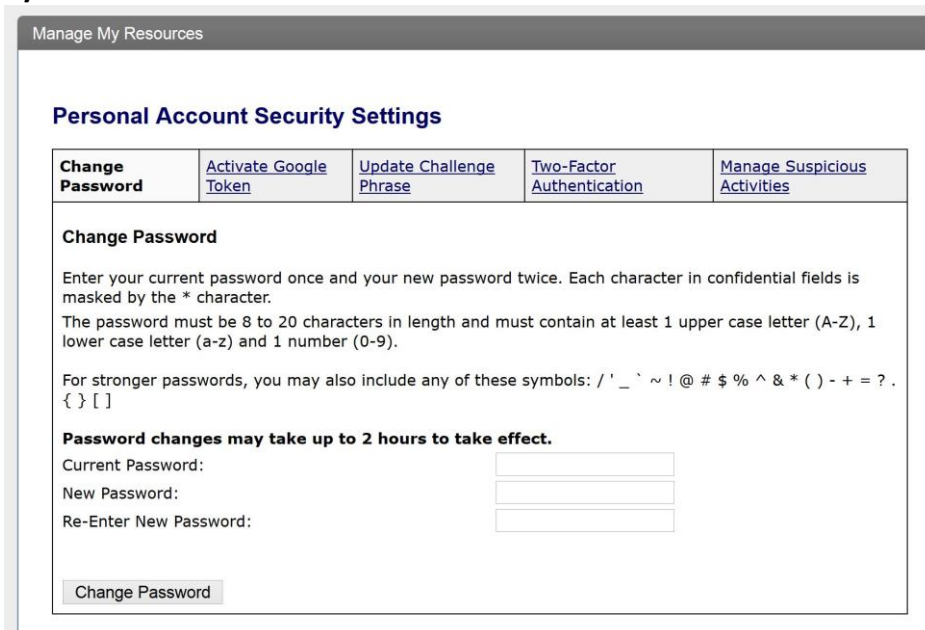
The screenshot shows a dark grey header with the text "Manage My Resources". Below the header, there are three columns of links. The first column, "Self Service", is highlighted in yellow and includes the text: "Change account passwords, update owner information, manage resources, and more." The second column, "Guest and Generic Accounts", includes: "Change Google Token for generic accounts, request a guest user ID, and more." The third column, "Courses and Organizations", includes: "Request Blackboard shells, mailing lists, Test Response System prints, and more."

- 3) In the menu that appears, select “Change Password” under the heading “Personal Account Security Settings”



The screenshot shows a yellow header with the text "Self Service". Below the header, there are several menu items. "Personal Account Security Settings" is highlighted in blue and includes the text: "Manage your personal account settings: [Change Password](#) | [Activate Google Token](#) | [Update Challenge Phrase](#) | [Two-Factor Authentication](#) | [Manage Suspicious Activities](#)". Other menu items include "Update Owner Information", "Manage Resources", "Manage Ryerson Gmail Opt-In Preference", and "Opt-out from Mass Mail Lists".

- 4) You will be taken to this screen:



The screenshot shows a dark grey header with the text "Manage My Resources". Below the header, there is a blue header with the text "Personal Account Security Settings". Below this header, there is a table with five columns: "Change Password", "Activate Google Token", "Update Challenge Phrase", "Two-Factor Authentication", and "Manage Suspicious Activities". The "Change Password" column is highlighted in blue and contains the following text: "Change Password", "Enter your current password once and your new password twice. Each character in confidential fields is masked by the * character. The password must be 8 to 20 characters in length and must contain at least 1 upper case letter (A-Z), 1 lower case letter (a-z) and 1 number (0-9). For stronger passwords, you may also include any of these symbols: / ' _ ` ~ ! @ # \$ % ^ & * () - + = ? . { } []", "Password changes may take up to 2 hours to take effect.", "Current Password:", "New Password:", "Re-Enter New Password:", and a "Change Password" button.

- 5) Enter password
- 6) Select “Change Password”