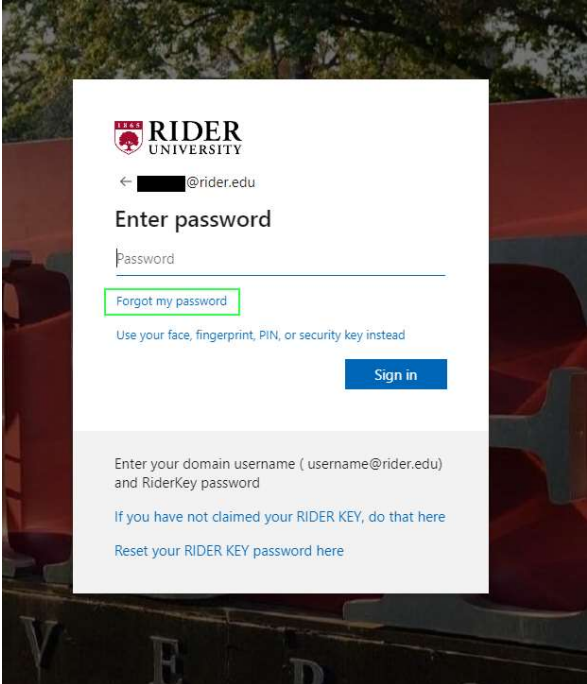
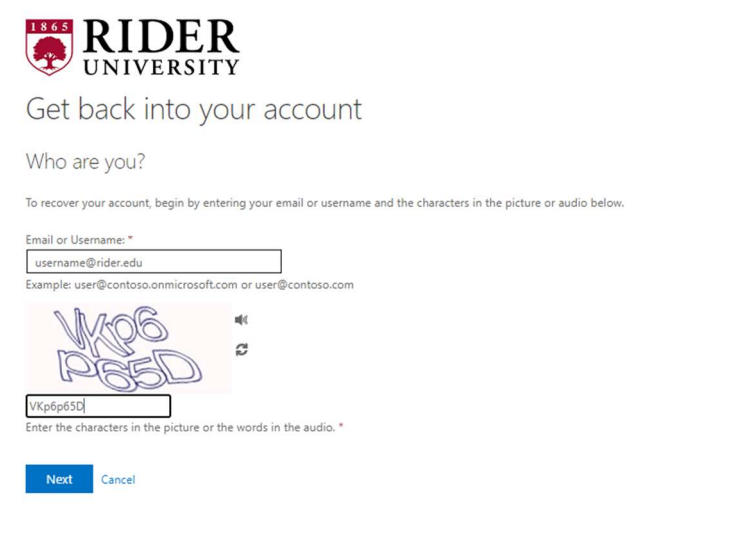


Rider University – Password Self Service Instructions

Step by step instructions on resetting your password.

<p>Step 1) When presented with the login page for any SSO (Single Sign On) related service, simply select, “Forgot my password”.</p> <p>Or</p> <p>Browse to https://passwordreset.microsoftonline.com</p>	
<p>Step 2) Confirm the listed email address is correct and type the characters in the displayed “CAPTCHA” and select Next.</p>	

Step 3) Select from one of your configured MFA (multi factor authentication) methods and validate.

1865 RIDER UNIVERSITY

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

- Text my mobile phone
- Call my mobile phone
- Enter a code from my authenticator app

In order to protect your account, we need you to enter your complete mobile phone number (*****80) below. You will then receive a text message with a verification code which can be used to reset your password.

Enter your phone number

Text

Cancel

Step 4) Create your new password and click Finish.

For more information on password requirements and complexity check this page.
<https://www.rider.edu/about/offices-services/technology/email-wireless-password-services/passwords>

1865 RIDER UNIVERSITY

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

* Confirm new password:

Finish Cancel

Step 5) You will receive an email similar to this one confirming that you changed your password.

[EXT] Your rider.edu password has been reset External Inbox x

Password reset notification

The password on your account has recently been reset. If you performed this password reset, then this message is for your information only.

• User ID: [REDACTED]

If you are not sure you or your administrator performed this password reset, then you should contact your administrator immediately.

Remember: Make sure you update all of your devices (phones, tablets, and PCs) with your new password!

Sincerely,
rider.edu

This message was sent from an unmonitored email address. Please do not reply to this message.

