Resetting Passwords

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**Faculty & Staff**

All faculty and staff at Swarthmore College are assigned a user name and employee ID number. With these two pieces of information you will be able to set a password at password.swarthmore.edu using these instructions. Your password will then expire every 180 days, and need to be reset.

The department for which you work will request account creation through either the Provost Office (for faculty) or the HR Office (for staff). Once the account is created, your hiring manager will contact you with instructions. New faculty and staff can request an account through their new supervisor prior to arrival.

**Resetting Passwords**

Your username and password can be used to access various campus resources, such as:

- The campus wireless network **eduroam** (i.e. your personal computer, laptop or mobile device)
- Email
- mySwarthmore
- Log onto campus computers

**Change your Banner Password**

1. Go to Administrative Tools
   - Enter your Email Username.
   - Enter your Email Password.
2. Enter the new Banner password you would like.
3. Click the Submit button to change the password.

**Students**

All students attending class at Swarthmore College are assigned a username and temporary password, which must be reset prior to use, at password.swarthmore.edu. Your password will then expire every 180 days, and need to be reset. Accounts are created for new students in the fall and spring, and when they enroll in a class.

If you have not received a username and temporary password, please contact the **Registrar’s office**.

**Resetting Passwords**

Your username and password can be used to access various campus resources, such as:

- The campus wireless network **eduroam** (i.e. your personal computer, laptop or mobile device)
- Email
- mySwarthmore
- Log onto campus computers
- Moodle (wait 24 hours, and may require class registration)

**Guest Accounts (wireless access only)**

College visitors who do not have College IDs may use the wireless network called **SwatGuest**. Guest accounts may be attained by following the self-service instructions.

**Identity Management**

Are you curious how accounts are created and managed at Swarthmore? This information is available on our **Identity Management** page.