

Introduction

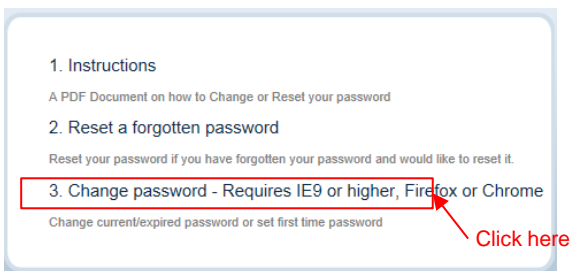
This quick reference guide contains step by step instructions on how to:

1. Change a Student Password used for login to Institute IT Systems such as Student Email, Moodle etc.

Step by Step Instructions – How to Change a Student Password

- 1. Open the Self Service Password Management site:** The link to the self service password management site is <https://password.itsligo.ie>.

2. To change an existing password.



1. Instructions
A PDF Document on how to Change or Reset your password

2. Reset a forgotten password
Reset your password if you have forgotten your password and would like to reset it.

3. Change password - Requires IE9 or higher, Firefox or Chrome
Change current/expired password or set first time password

Click here

3. Enter the Student ID



IT Sligo
An Institiúid Teicneolaíochta, Sligeach

Student Id Enter Student ID here

Old/Existing Password

New Password

Confirm Password

Change Password

[Go to Main Page](#)

4. Enter an Existing Password.

If a first time student at the Institute, the existing password will be the student date of birth in the format DDMMYYYY



IT Sligo
An Institiúid Teicneolaíochta, Sligeach

Student Id

Old/Existing Password Enter existing password here

New Password

Confirm Password

Change Password

[Go to Main Page](#)

5. Enter a new password.

When entering a new password, the new password must be at least 6 characters long. It can be either numbers or letters or a combination of both.



IT Sligo
An Institiúid Teicneolaíochta, Sligeach

Student Id

Old/Existing Password

New Password Enter new password here

Confirm Password

Change Password

[Go to Main Page](#)

Step by Step Instructions – How to Change a Student Password

6. Confirm the new password.



The screenshot shows the 'Change Password' form with the following fields: Student Id, Old/Existing Password, New Password, and Confirm Password. The 'Confirm Password' field is highlighted with a red box, and a red arrow points to it with the text 'Re-enter the new password here to confirm'. Below the fields are buttons for 'Change Password' and 'Go to Main Page'.

7. Save the new password.



The screenshot shows the 'Change Password' form with the following fields: Student Id, Old/Existing Password, New Password, and Confirm Password. The 'Change Password' button is highlighted with a red box, and a red arrow points to it with the text 'To save the new password, click here'. Below the fields are buttons for 'Change Password' and 'Go to Main Page'.

8. Once saved, a confirmation screen is displayed.

Change Password Facility |
Institute of Technology Sligo

Password successfully changed

[Go to Main Page](#)

How to Reset a Forgotten Student Password

Quick Reference Guide

Introduction

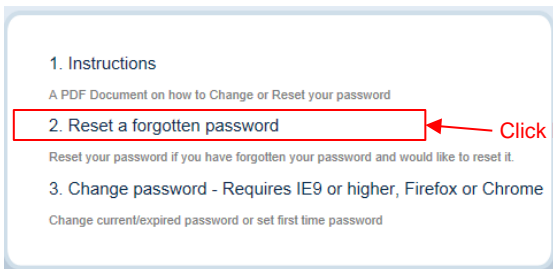
This quick reference guide contains step by step instructions on how to:

1. Reset a forgotten Student Password used for login to Institute IT Systems such as Student Email, Moodle etc.

Step by Step Instructions – How to Reset a Forgotten Student Password

- 1. Open the Self Service Password Management site:** The link to the self service password management site is <https://password.itsligo.ie>.

2. To reset a forgotten password.



1. Instructions
A PDF Document on how to Change or Reset your password

2. Reset a forgotten password ← Click here

3. Change password - Requires IE9 or higher, Firefox or Chrome
Change current/expired password or set first time password

3. Enter the Student ID

Reset forgotten password:

Please enter your student number below

← Enter Student ID here and select **Next**

Examples:
S12345678
S12345678@mail.itsligo.ie

Next

4. Confirm the Student ID.

To confirm your Student Identification, enter your date of birth in the format DDMMYYYY. So if your date of birth is 6th May, 1997 then enter 06051997.

Please enter you date of birth in the format DDMMYYYY

← Enter date of birth in the format **DDMMYYYY** and select **Next**.

Next

Cancel

5. Enter the Security Code.

A One Time Security Code will be sent to your registered mobile phone number. This must be an Irish mobile phone number, i.e. starting with 08, and be set as your primary telephone number in Self Service Banner. For further detail on entering your mobile telephone in Self Service Banner, click [here](#).

Please be advised that it can take over 2 minutes for the text to be delivered to your mobile phone number.

Enter your security code below. A security code was sent to the mobile phone registered with this IT Sligo. Please be patient, it may take up to two minutes for the code to be delivered

Security Code:

← Enter the Security Code here and select **Next**.

Next

Cancel

Step by Step Instructions – How to Reset a Forgotten Student Password

6. Enter a new password.

When entering a new password, the new password must be at least 6 characters long. It can be either numbers or letters or a combination of both.



Password Reset: Choose Your New Password

(Resetting password for s12345678)

Enter a new password:

Re-enter the password:

Next

Cancel

Enter the new password here to confirm

7. Confirm the new password.



Password Reset: Choose Your New Password

(Resetting password for s12345678)

Enter a new password:

Re-enter the password:

Next

Cancel

Re-enter the new password, here and select **Next**.

8. Once changed, a confirmation screen is displayed.



Success: Your password has been reset



You can now use your new password to log in.