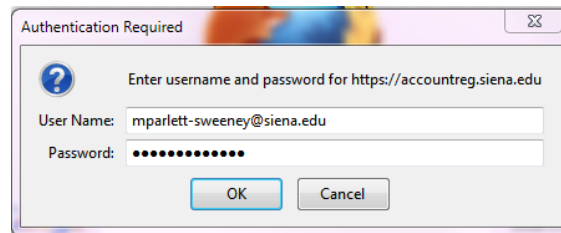


This documentation will demonstrate the process of registering for the Siena College Password Reset Portal. Following successful registration, a user will be able to use the Password Reset Portal to (1) change their password when they already know their password, or (2) reset their password by answering security questions when they do not know their password.

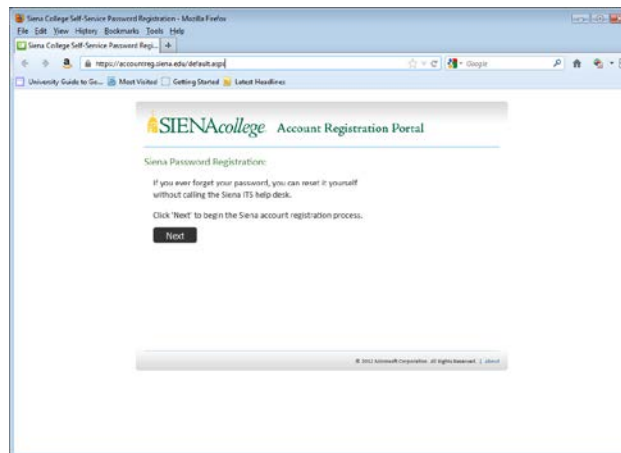
You MUST be registered for the Portal before you can change your password!

Registering for the Siena College Password Reset Portal

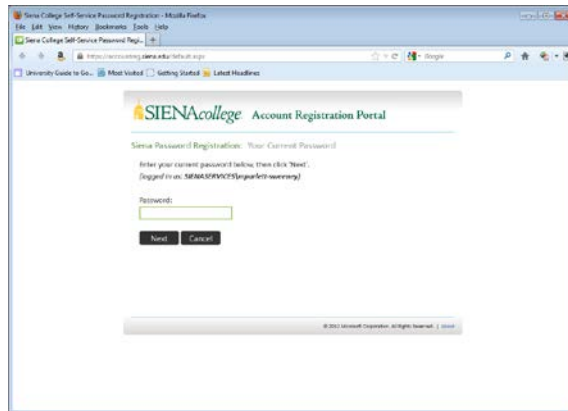
- 1 Open any web browser and go to <http://accountreg.siena.edu> You will be prompted to enter a username and password for the site. Enter your Siena College username with the @siena.edu and the password associated with that username.



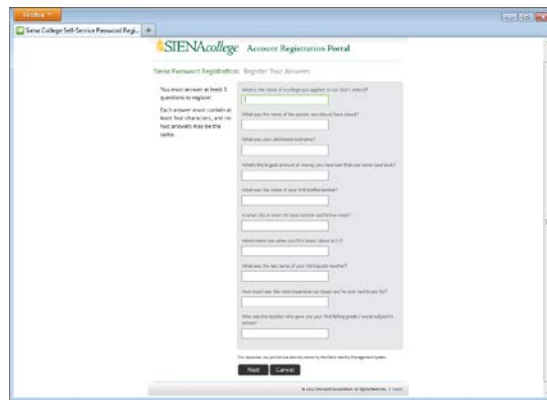
- 2 You will be brought to the Account Registration page for the Password Reset Portal. Click **Next** to continue.



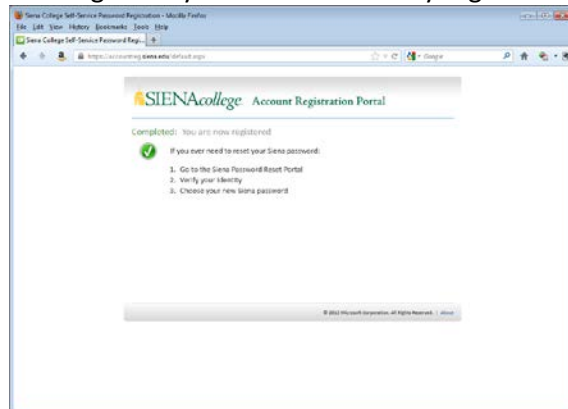
- 3 You will be prompted to re-enter your Sienaservices password and click **Next** to continue.



- 4 You will be presented with a list of security questions. You need to select at least three of the questions and provide answers to them. The answers are not case-sensitive but must be a minimum of 4 characters. You may not use any answer for more than one question (in other words, there must be three unique answers to the three security questions). Click **Next** to continue.



- 5 You should receive a message that you have successfully registered.



If you encounter problems registering with the Password Reset Portal or changing your password, please contact User Services.

Faculty, Staff, or Administrators call 518-782-6000; **Students** call 518-786-5000