How to Change Your Enterprise Messaging Password

This document provides a step-by-step set of instructions on how to change your Enterprise Messaging (EM) password.

- Open the web browser of your choice and navigate to https://sharepoint.em.ucla.edu.
- Click the **Change Password** link.



- Enter your username, which will be in the format ***username@ad.ucla.edu***. For example, *joebruin@ad.ucla.edu*.



- Enter your old password, enter a new password in the new and confirm fields, then click the **Change Password** button. Your new password must meet the following criteria:

1. Contain six characters or more.
2. Contain characters from at least two of the following three character classes: Alphabetic (e.g.: a-z, A-Z); Numeric (i.e. 0-9); Punctuation and other characters



- If your password change is successful, you will see “Password Changed” appear under the button.



NOTE: If you need assistance changing your Enterprise Message password, please contact your local IT support group.

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