

How to Change Your Enterprise Messaging Password

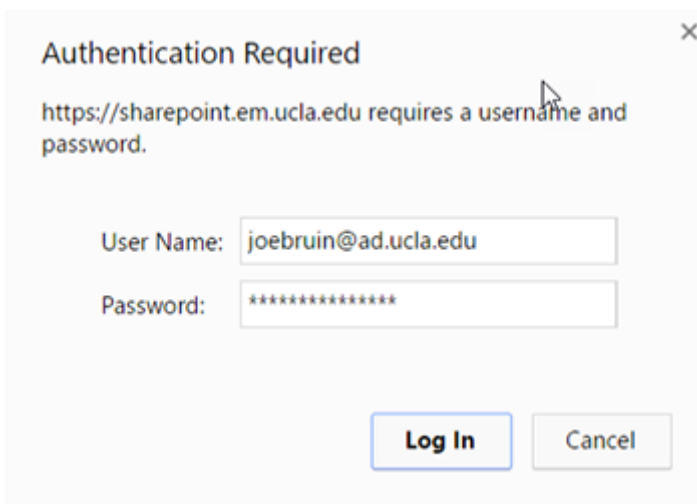
This document provides a step-by-step set of instructions on how to change your Enterprise Messaging (EM) password.

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

[Change Password](#)

-Change you EM Password with this link

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



Authentication Required

https://sharepoint.em.ucla.edu requires a username and password.

User Name:

Password:

- 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

Change Password

Old Password:

New Password:

Confirm New Password:

Change Password

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

Change Password

Password Changed!

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

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