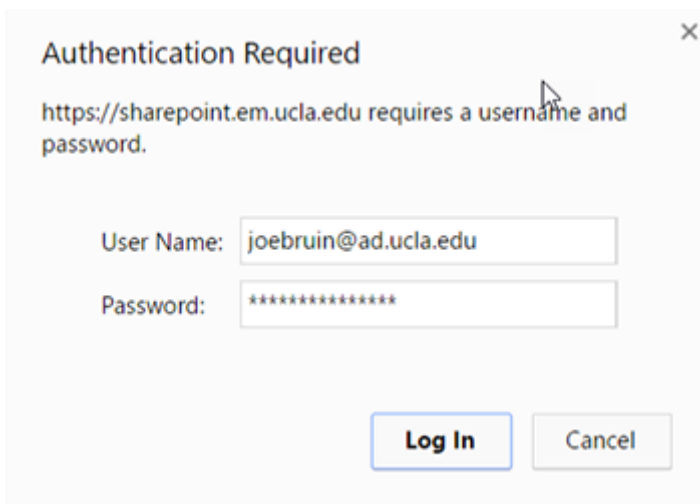# How to Change Your Enterprise Messaging Password

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

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.

Revision #1
Created Mon, Mar 13, 2017 10:11 PM by Weber, Todd
Updated Mon, Mar 13, 2017 11:14 PM by Weber, Todd