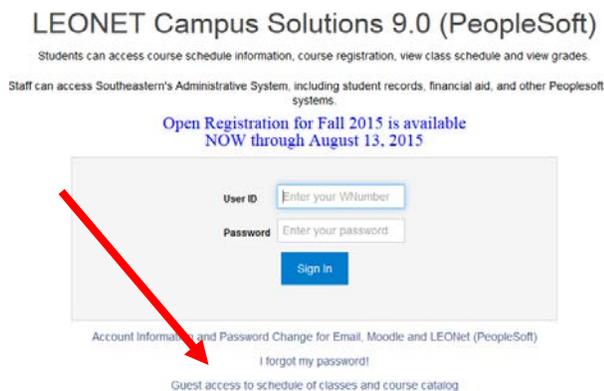


**Create a New Password
And
Set Security Questions on Your Account**

1. Access Southeastern's home page at: <http://www.southeastern.edu>
2. Click on the LEONET hyperlink located along the bottom of the home page.
3. Click on "LEONet Login" link and you will get the following login screen:



4. Next, click on "Account Information and Password Change for Email, Moodle and LEONet (PeopleSoft)" to change your default password of **Smm-dd-yyyy** or your temporary password of **Temp Smm-dd**.

5. Type in your **W number** in the username field (be sure to include the W)
6. Type in your default or temporary password and click "Sign In".

7. Once you are in your account, click "Change Password" to set a permanent password and security questions.
8. Follow the instructions and create a new password. Re enter the password and click "submit".
9. At this time you may also set up a security question that will help you in the event you forget your password.
10. You are now ready to use your "W" number in Moodle, Gmail and LEONet.
11. **(For Teachers Only) When you are using the Registration system, do NOT use your w number to login, use your username (eg JTEMPLE, KGASPARD).**

Main Menu
Password Self Service

 Change Password Change your current password.	 People Search Lookup contact information for your colleagues.	 Setup Security Questions Security questions and answers allow you to recover a forgotten password.
 Setup Mobile App Authentication Setup mobile app device. If you forget your password, you can use your mobile device to authenticate to this site.	 Update Profile Update your user profile data.	 My Account Information about your password and password policies.

12. If you have forgotten your password and need to reset it. Instead of clicking “Sign In” on the previous screen, leave the password box blank and click on “Forgotten Password.”

13. Once you click on the “Forgotten Password link. You will be asked to verify that you are not a robot!

14. After verifying that you are not a robot, you will be prompted to enter your username (w number including the w).

15. Answer the remaining questions that appear and reset your password.

16. NOTE: If you are trying to retrieve a forgotten password and you receive a blank screen or error when you click “Search”, that means that you have not set security questions and you will have to contact my office to have the password reset.