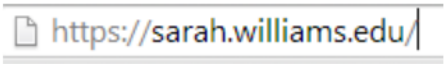
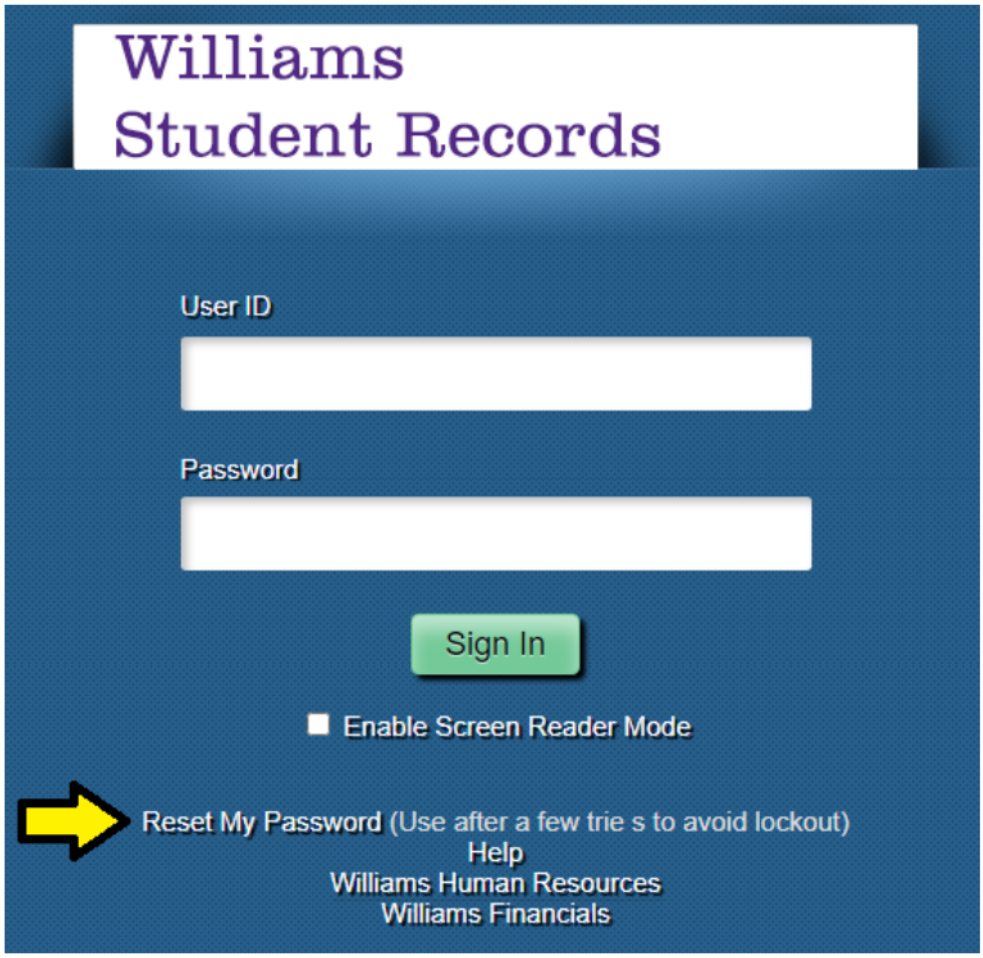
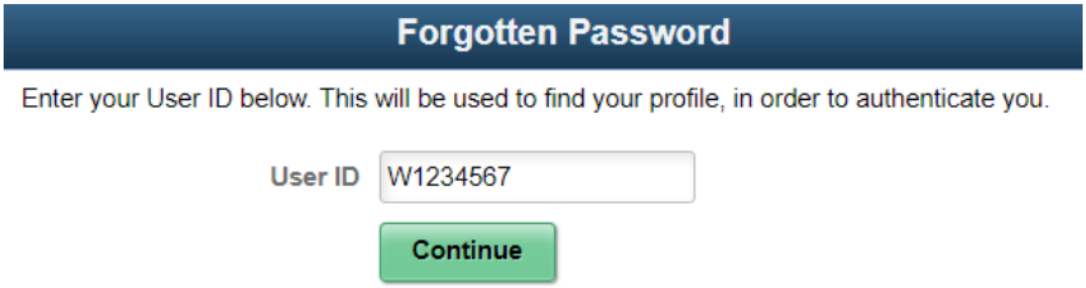
Using a web browser, go to https://sarah.williams.edu (Williams Student Records).
Click Reset My Password.



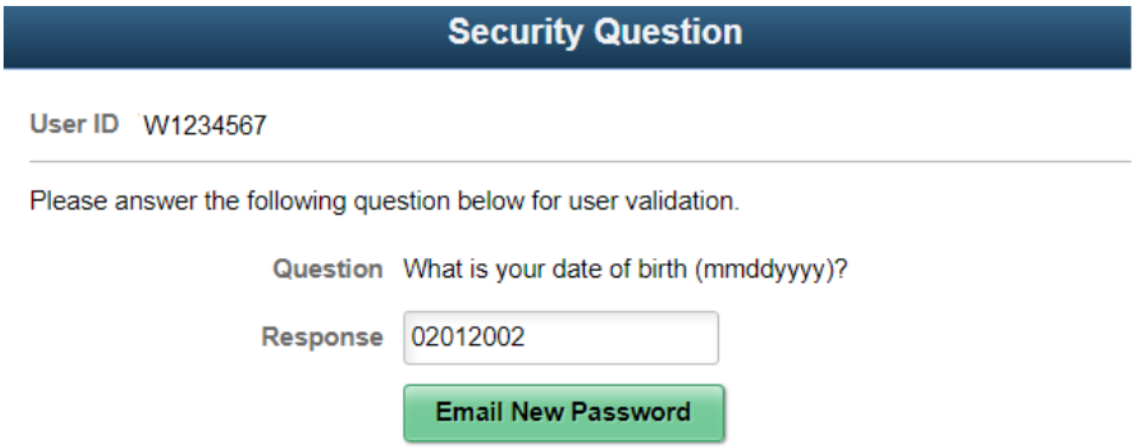

Enter your Student System ID in the User ID field and Click Continue.

Enter your Student System ID in the User ID field and Click Continue.




Enter your birthday as the password hint answer. Make sure it is in the format mmddyyyy.

Click email new password




Confirmation notice – Note that for first time activation, the email will be set to your home email address. If you reset your password in the future, it will go to the Williams email.

## Email Confirmation

**Your new password has been emailed.**

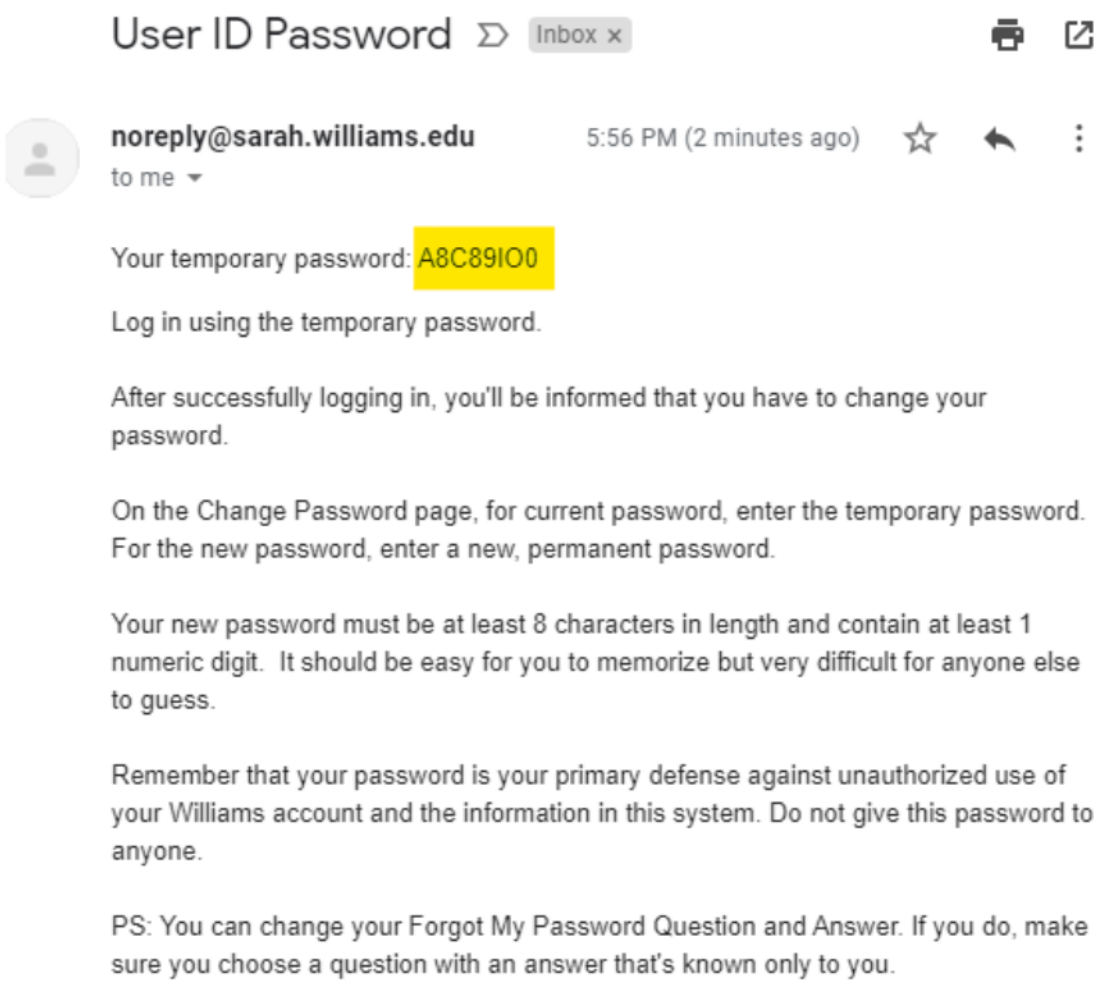
Your password reset request has been processed. If the answer to the security question was correct, a new, temporary password will be generated and e-mailed shortly. If not, you'll receive an e-mail with further instructions. If you are signing on for the first time as an entering first-year student, it will be sent to the e-mail address you provided when you applied. If not, it will be sent to your Williams College e-mail address.

Close your browser window now and wait for your password to arrive by e-mail. If it doesn't arrive within a few minutes, contact the OIT Help Desk for help at 413-597-4090.

Close your browser!  Make sure to close it!

Wait for the email to arrive in your home email address in box with the new password. This should take less than a minute, but allow up to 15 minutes before trying again to allow for email delivery delays.

The Email will be sent from noreply@sarah.williams.edu. If you do not see it in your email, check to see if it is in your junk mail or spam folder.



User ID Password Inbox ×

**noreply@sarah.williams.edu** 5:56 PM (2 minutes ago)

to me

Your temporary password: A8C89IO0

Log in using the temporary password.

After successfully logging in, you'll be informed that you have to change your password.

On the Change Password page, for current password, enter the temporary password. For the new password, enter a new, permanent password.

Your new password must be at least 8 characters in length and contain at least 1 numeric digit. It should be easy for you to memorize but very difficult for anyone else to guess.

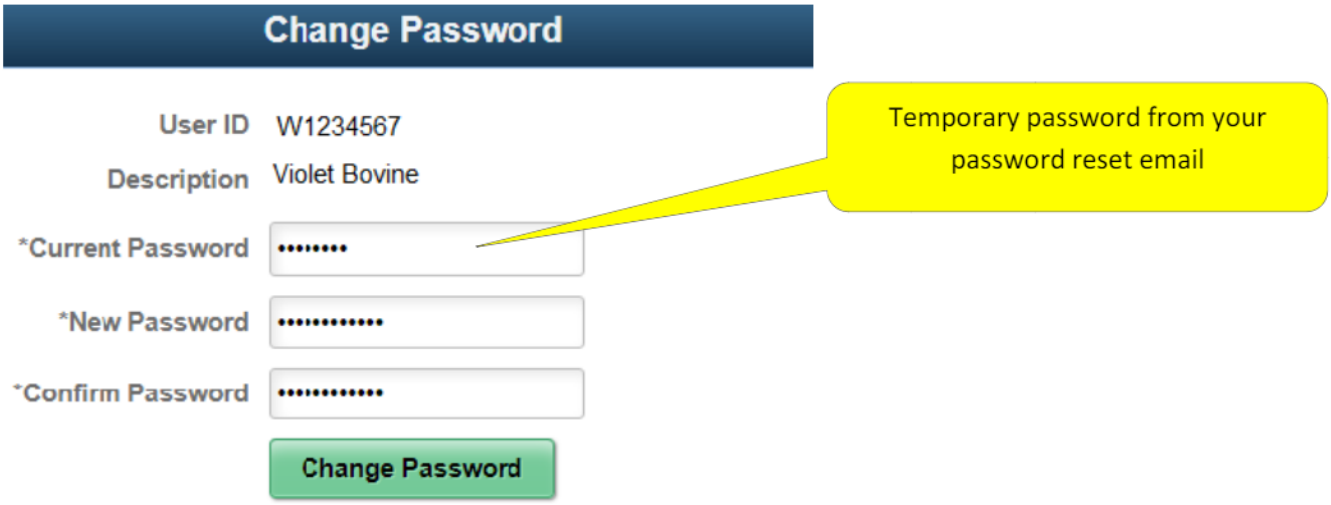
Remember that your password is your primary defense against unauthorized use of your Williams account and the information in this system. Do not give this password to anyone.

PS: You can change your Forgot My Password Question and Answer. If you do, make sure you choose a question with an answer that's known only to you.

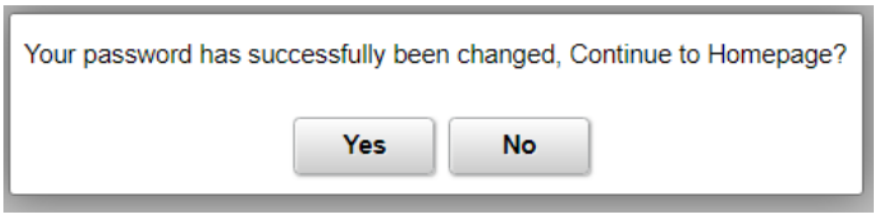
Open a new browser window, and log in to https://sarah.williams.edu

Your password is auto-expired and can be reset. Click on the hyperlink “Click here to change your password”

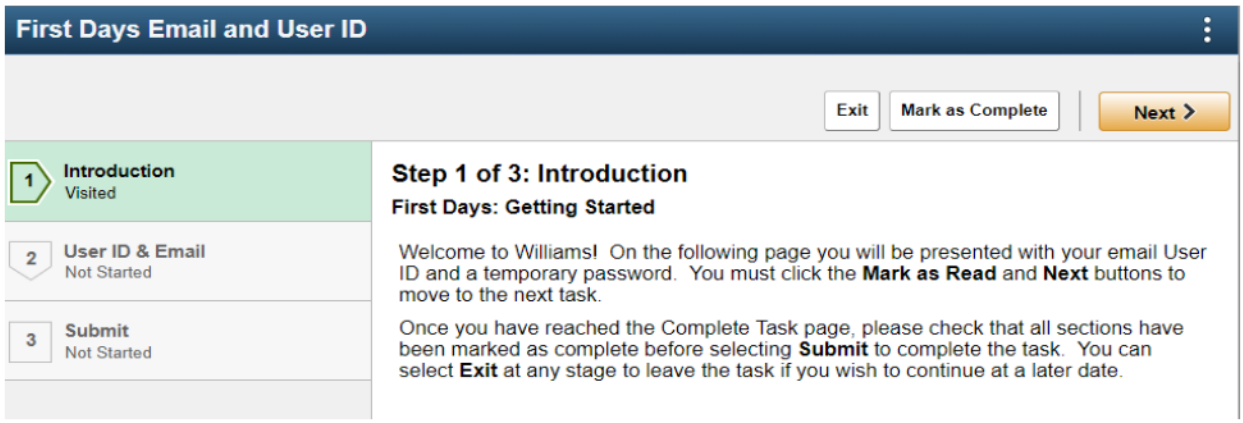
On the password change screen, enter the temporary password from your email, then enter in a new password of your choice in the last two fields following the guidelines in the email. Click the “Change Password” button when ready. You should see a password saved confirmation message.



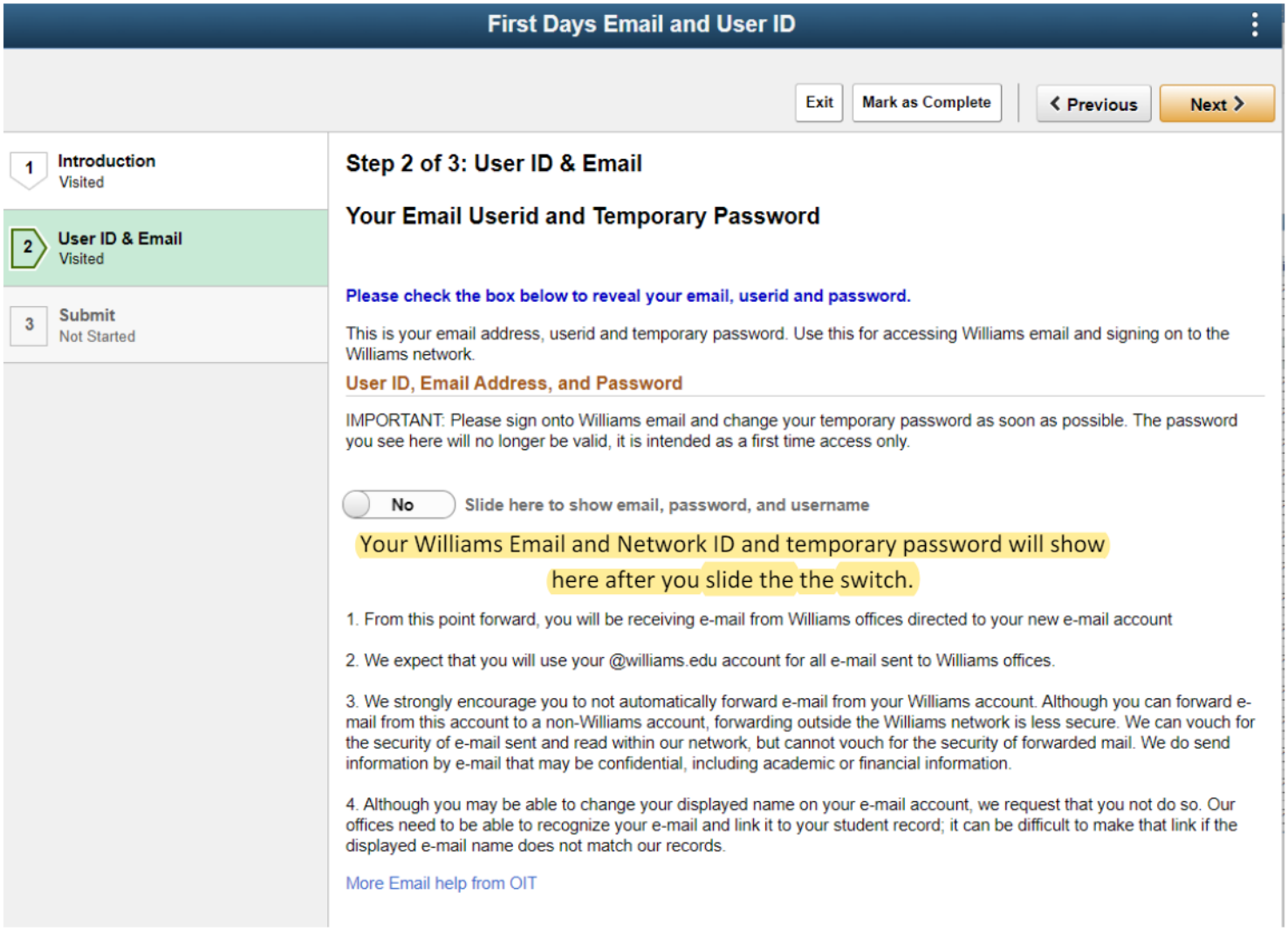
You should see a password saved confirmation message.  Click the Yes button.



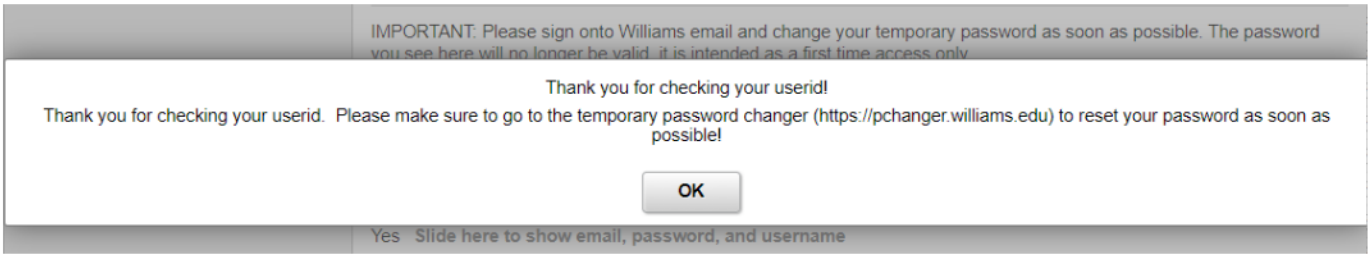

Your Williams network ID and Williams email address login information will be presented to you the first time you log in to the system using your new password.



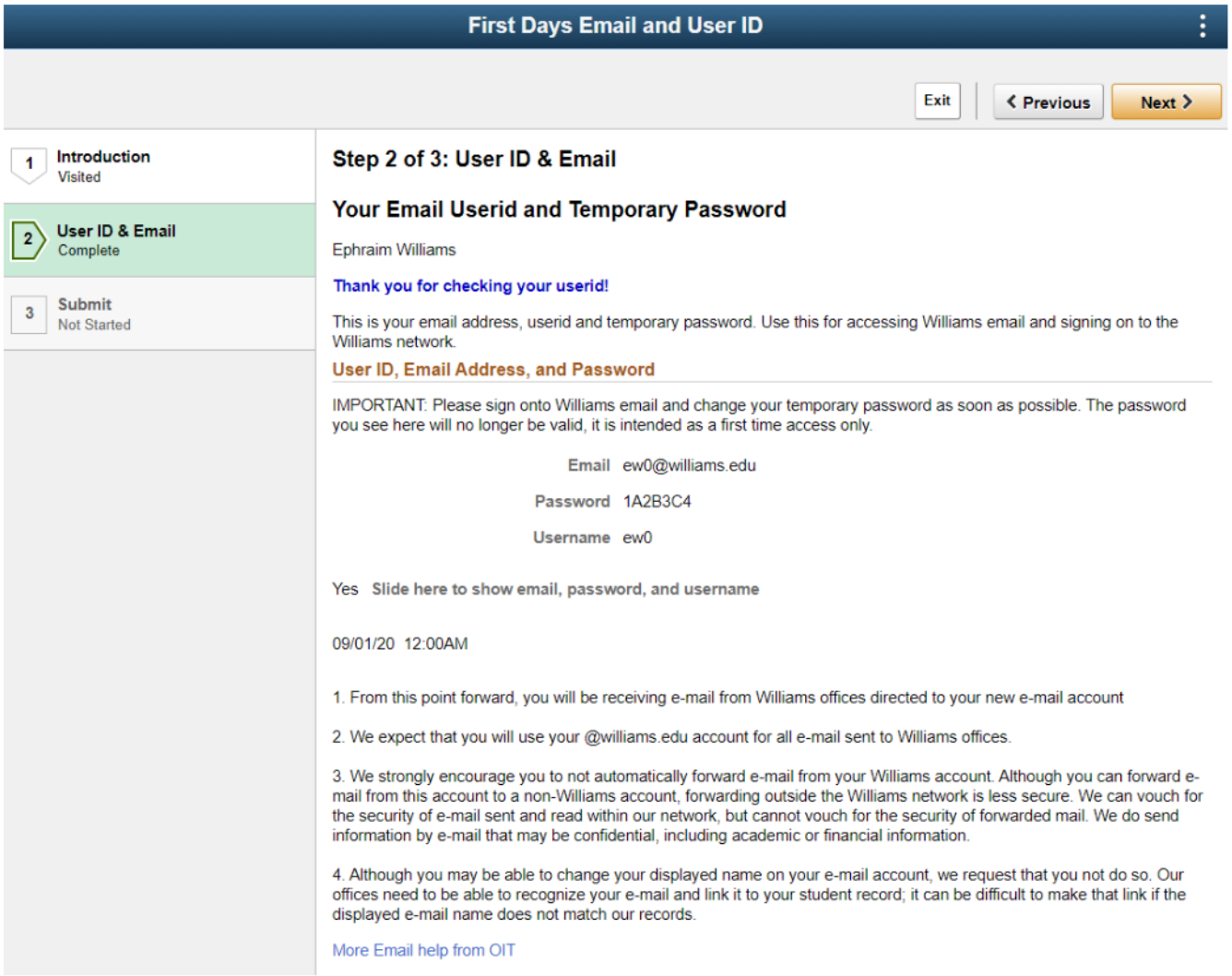
Slide the 'Slide here to show email, username and password' switch to reveal your password.




After sliding, you will see the message below. Click OK.



The page will show your Williams email ID, password and Williams network ID. The password is for both your Williams email and Williams network ID (shown as username on the page)



First Days Email and User ID

Exit | Previous | Next

1 Introduction
Visited

2 User ID & Email
Complete

3 Submit
Not Started

**Step 2 of 3: User ID & Email**

**Your Email Userid and Temporary Password**

Ephraim Williams

**Thank you for checking your userid!**

This is your email address, userid and temporary password. Use this for accessing Williams email and signing on to the Williams network.

**User ID, Email Address, and Password**

IMPORTANT: Please sign onto Williams email and change your temporary password as soon as possible. The password you see here will no longer be valid, it is intended as a first time access only.

Email ew0@williams.edu

Password 1A2B3C4

Username ew0

Yes **Slide here to show email, password, and username**

09/01/20 12:00AM

1. From this point forward, you will be receiving e-mail from Williams offices directed to your new e-mail account

2. We expect that you will use your @williams.edu account for all e-mail sent to Williams offices.

3. We strongly encourage you to not automatically forward e-mail from your Williams account. Although you can forward e-mail from this account to a non-Williams account, forwarding outside the Williams network is less secure. We can vouch for the security of e-mail sent and read within our network, but cannot vouch for the security of forwarded mail. We do send information by e-mail that may be confidential, including academic or financial information.

4. Although you may be able to change your displayed name on your e-mail account, we request that you not do so. Our offices need to be able to recognize your e-mail and link it to your student record; it can be difficult to make that link if the displayed e-mail name does not match our records.

More Email help from OIT

Go to https://pchanger.williams.edu. Before the actual change page, you will see the passphrase strength meter page which will give you tips on setting a secure password.

# Williams

## Williams Passphrase Strength Meter

**VERY IMPORTANT** - make this passphrase unique! Do not let this passphrase be the same as one you have used anywhere else whether it's your banking, shopping or even your local library.

In the new system you MUST:

- Have a passphrase at least **12 characters** long. Try using a passphrase consisting of more than one word for added security and to make it easier to remember.
- Include at least one **lower case** letter
- Include at least one **upper case** letter, preferably in the middle of the phrase.
- Include at least one **number**, also preferably in the middle of the phrase.

We **STRONGLY RECOMMEND** that you also:

- Include a special character
- Don't just use simple words, add numbers and upper case letters
- Don't use names of people or pets in the passphrase as these can be more easily guessed by hackers

When you have created a strong passphrase **click here** to go to the password/passphrase portal to change your passphrase. You will need to enter your current password/passphrase first.

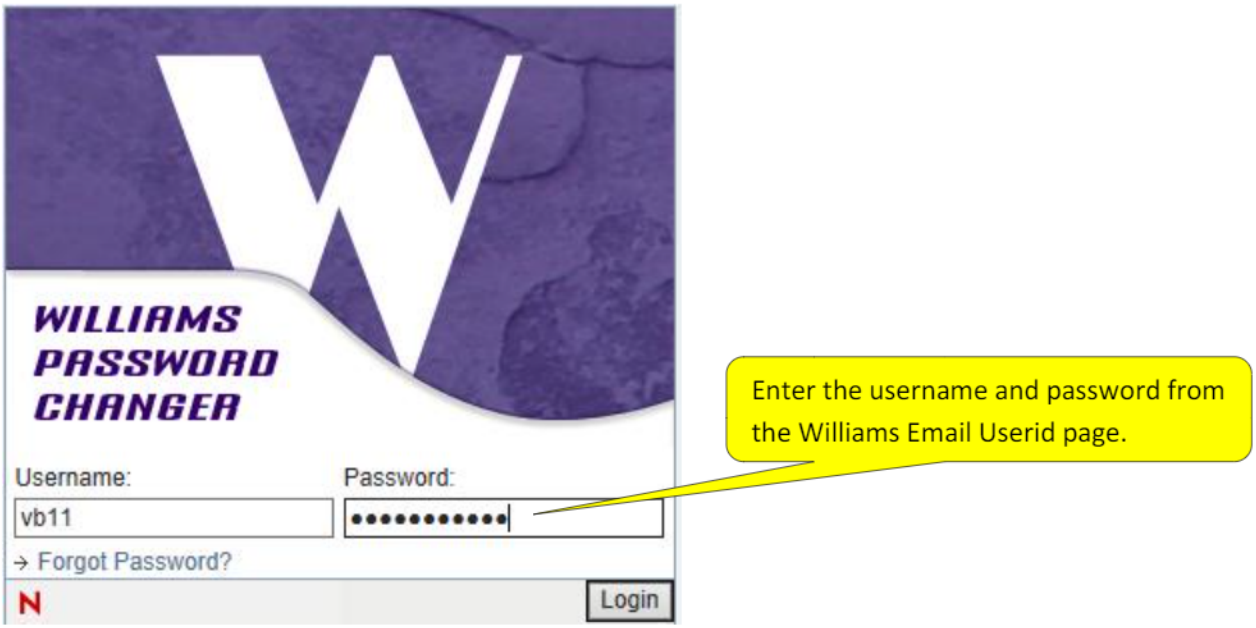
Click "Show Detail" to see how your proposed passphrase is being evaluated.

| Test Your Passphrase | | Minimum Requirements |
|---|---|---|
| **Passphrase:** | | • Minimum 12 characters in length<br>• Contains the following items:<br>- One or more uppercase Letters<br>- One or more lowercase Letters<br>- One or more numbers |
| **Hide:** | ☑ | |
| **Score:** | 0% | |
| **Complexity:** | Too Short | |

Show Detail | Hide Detail

Proceed to Change Passphrase

Using the Williams network ID and password in the last step, change your password to something you prefer.

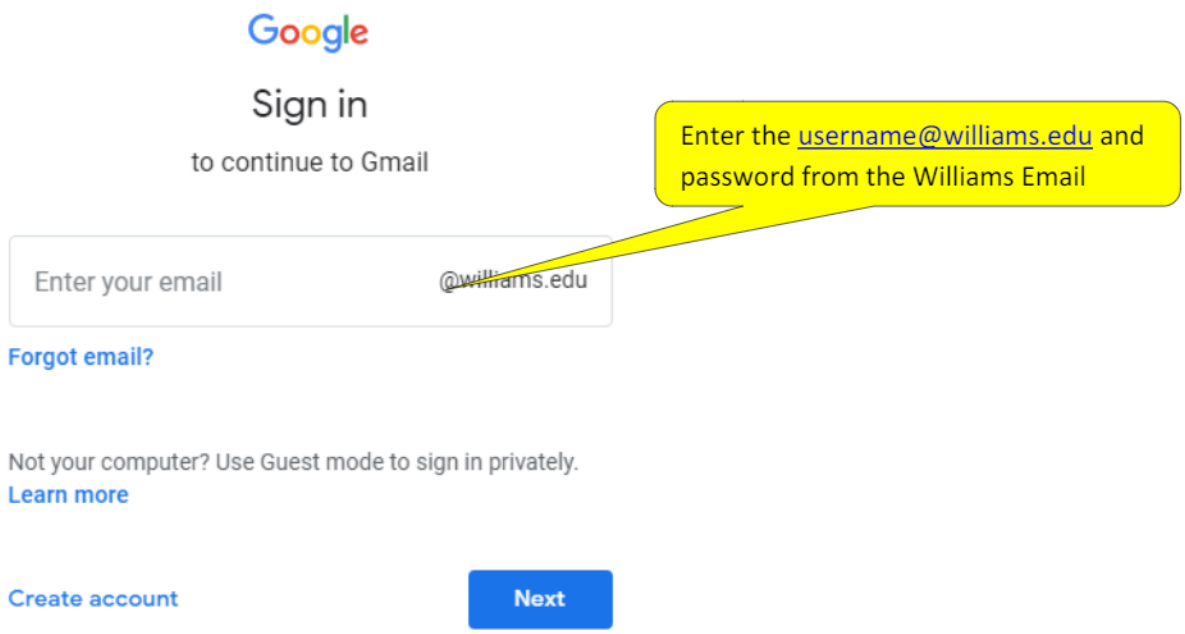



Note: If you have just changed your password using pchanger, allow up to 15 minutes for the change to take place.

## Services that use your Williams network id and password/passphrase:

- Email and other Google services
- GLOW courseware
- Medicat Student Portal
- Remote Access To Library Databases (the proxy server)
- OIT software downloads
- VPN (virtual private network)
- Wireless network access (to Purple Air, Eduroam)
- Printing (PaperCut)
- On-campus network file services
- Many WSO services
- Unix

For email, go to email.williams.edu. Since Williams uses a Google email domain, you can also access your Williams email via mail.google.com. If you do, don't forget to add @williams.edu when signing in to Google.




Note: If you go to google.com or email.williams.edu you may find that you are already signed in to a personal gmail account. You can either sign out of the personal account and then into the Williams email, or you can simply sign in to the Williams email and have both email accounts available simultaneously. From the gmail interface select your account name on the far right, from the down arrow choose "add account". Detailed instructions can be found at: https://oit.williams.edu/files/2020/06/2-Gmail-using-multiple-google-accounts-updated.pdf