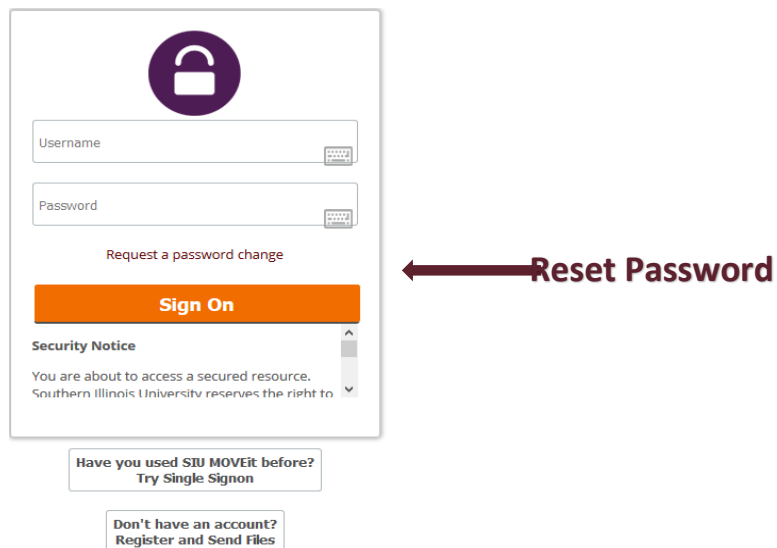

Reset Password for a Registered Account

If you need a password change, please follow the following instructions:

1. On the login screen of MOVEit, press the 'Request a password change' button.



The screenshot shows the MOVEit login interface. At the top is a purple padlock icon. Below it are two input fields: 'Username' and 'Password'. Under the password field is a link that says 'Request a password change'. Below that is a large orange 'Sign On' button. At the bottom of the main form area is a 'Security Notice' section. Below the main form are two smaller buttons: 'Have you used SIU MOVEit before? Try Single Signon' and 'Don't have an account? Register and Send files'. A dark red arrow points from the right side of the page towards the 'Request a password change' link, with the text 'Reset Password' next to it.

2. Enter your username (email address) in the 'Username' field and press the 'Request Password Change' button.

▶ Password Change Request

Please enter your username below and then click the "Request Password Change" button. An email message with more information about the password reset process will be sent to your registered email address. This message may ask you to click on a link to reset your password. If it does, you have 30 minutes to do so before the link expires. If no link is provided in the message, or if you do not receive a message within 15 minutes, you will need to contact your administrator to reset your password.

Username:

- Once submitted, you will receive a message stating the change password request has been submitted. You should also receive an email for further instructions on how to change your password access the MOVEit system.

Change Password Request Successful

Your Change Password Request has been successfully submitted. Please check your registered email for further instructions on how to change your password and access the system.

[Return to the sign on page](#)

- An email will be sent to the email account you registered. You have 30 minutes to enter a new password and sign on to MOVEit. Click the link the URL to change password.

Password Change Request Confirmation

A request has been made to automatically change the password for your [REDACTED] account. If this is correct, please use the link below within 30 minutes to enter a new password and then sign on to the system.

(<https://moveit.siu.edu/human.aspx?orgid=5780&transaction=signon&pxc=96488088510278891021232653640464>)

Regards,
Southern Illinois University Notification Service

- The URL will take your account. Enter in a new Password two times and press the 'Change Password' button.

My Account ([REDACTED])

Change Password...

Requirements:

- Must be at least 16 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not match any of the previous 10 passwords.

Enter your New Password:

Enter your New Password Again:

Now press the "Change Password" button:

- You now have successfully changed your password. You can now upload and send files to the Financial Aid Imaging department. Once you pressed the 'Change Password' button, you will automatically be redirected to the page to upload and send files. The email faoimaging@siu.edu will automatically be populated.

Please note: Registered accounts will be removed after 12 months of inactivity.