

# Standard Technology Onboarding Protocol

## Updating your Wi-Fi (MU-Secure) and Email Passwords in Windows 8.1

### Updating your Wireless (MU-Secure) Password

Sign in



mbado

Password

Choose another option



Choose another account

The user name or password is incorrect.

OK

Cancel

If your **PC** is connected to the **MU-Secure Wireless** network and has your **Monmouth University Email** set up in **Microsoft Outlook**, you will need to manually update their **passwords** after changing your **Monmouth University password**. Please follow **steps 1 – 13** to update your **Wireless Network (MU-Secure) password**. To update your **Email password**, please follow **steps 14 – 16**.

When your **Windows PC** attempts to connect to **MU-Secure** with your previously saved **credentials**, it will prompt you to type your new **password**...

1. Type your new **password**.
2. Click **OK**.

Please note that it may take up to **24 hours** for the **automated prompt** asking you to input your new **credentials** to appear. If you would like to force the **password** update manually, please follow **steps 3 - 13**.

Troubleshoot problems

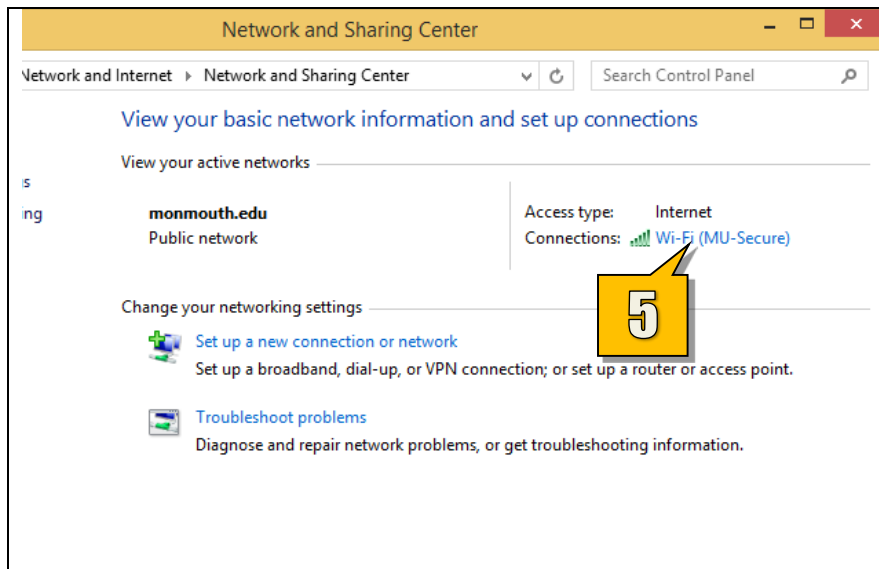
Open Network and Sharing Center

3

4

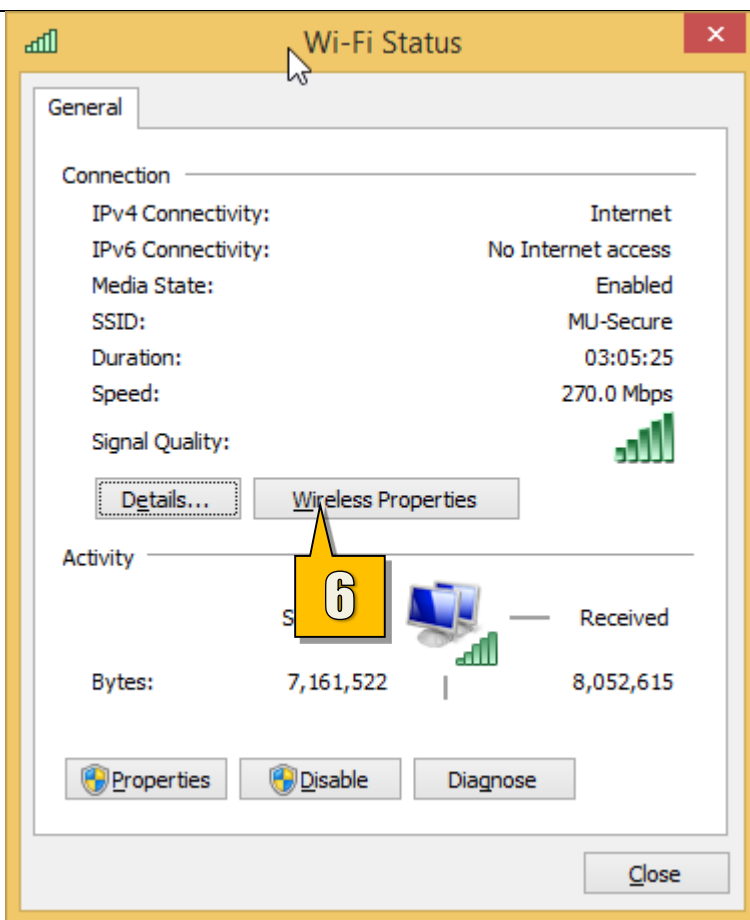
3. Right-click the **Wireless Network** icon.
4. Select **Open Network and Sharing Center**.

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In the **Network and Sharing Center** window...

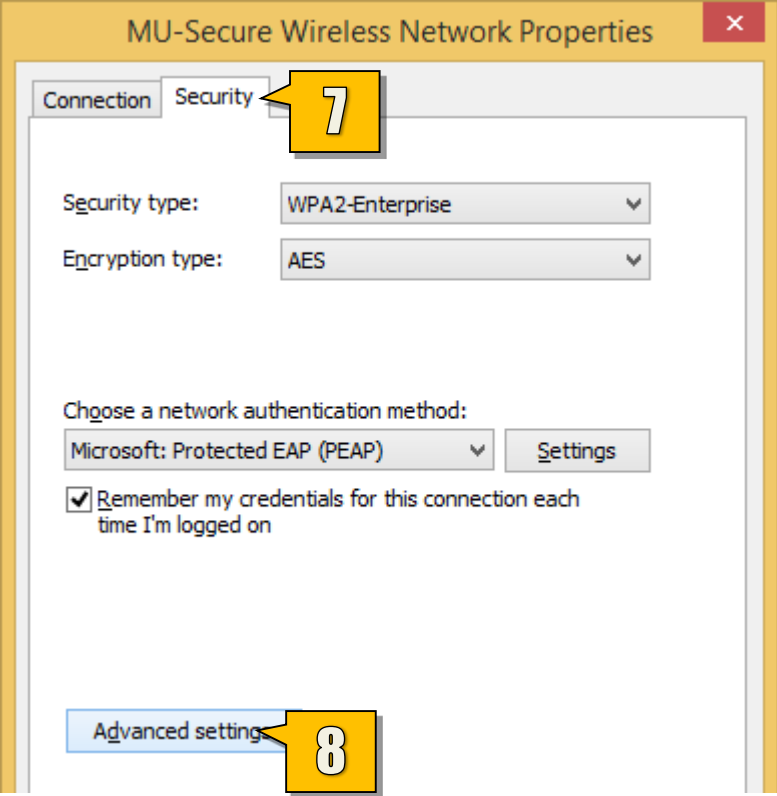
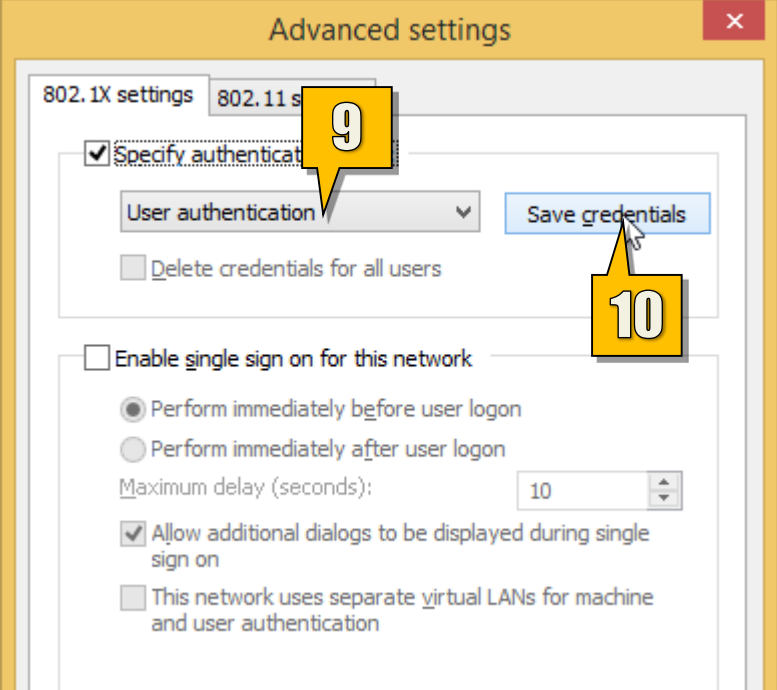
5. Click on **Wi-Fi (MU-Secure)**.



On the **Wi-Fi Status** window...

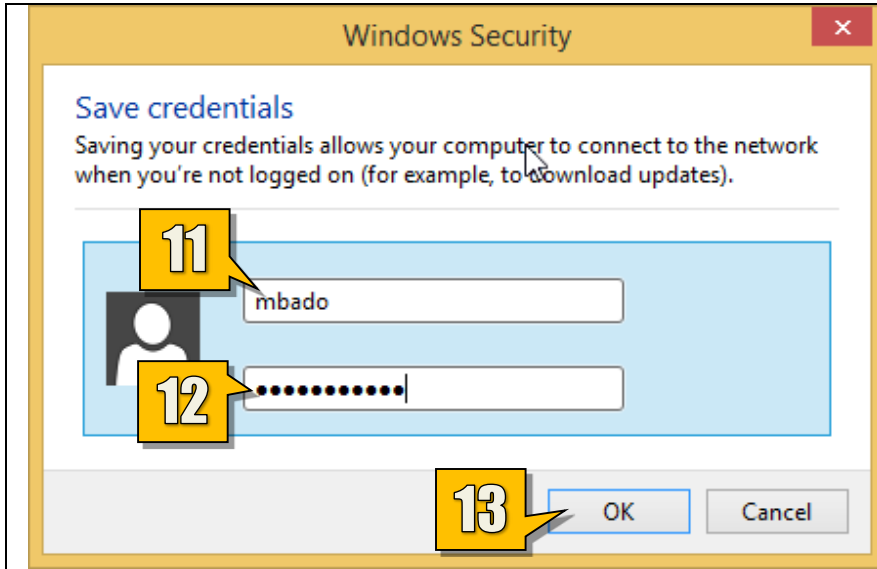
6. Click on **Wireless Properties**.

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	<ol style="list-style-type: none"><li>Click the <b>Security</b> tab.</li><li>Click <b>Advanced settings</b>.</li></ol>
	<ol style="list-style-type: none"><li>Make sure <b>User authentication</b> is selected.</li><li>Click <b>Save credentials</b>.</li></ol>

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11. Type your **Monmouth University Username** or **Student ID**.
12. Type your new **password**.
13. Click **OK**.

You can now close all related windows by clicking **OK** or **Close**. Your **Wi-Fi** connection should reconnect automatically with the new credentials.

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### Updating your Email Password in Outlook 2013



Once you change your **Monmouth University password**, **Microsoft Outlook** will prompt you to enter your new **password** for your **Email** account...

14. Type your new **password**.
15. Put a **check** next to **Remember my credentials**.
16. Click **OK**.