

Information Technology

In order to protect your personal information, passwords must be changed every 90 days; however you can change your password as often as you like using our Password Self Service in MyUSA using the following criteria:

1. Passwords may not contain the user's account name or 2 consecutive characters of the user's name.
2. They must be an 8 character minimum.
3. They must contain 3 of the following 4 characteristics:
 - a. An uppercase letter, such as O, J, V.
 - b. At least one numerical digit between 0-9.
 - c. A non-numeric character, such as a !, \$, #, %, &, etc.
 - d. Must NOT contain any 3 previous passwords.

Need help? We're here.

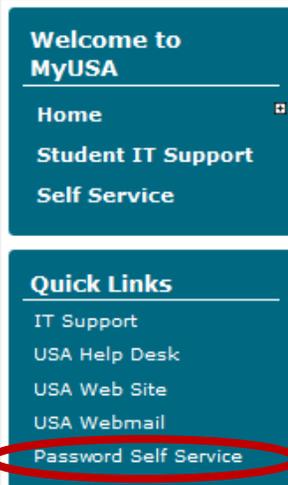
Ph: 800-241-1027 x7000

E: TechHelp@usa.edu



Change Your Password Using Password Self Service

1. Go to MyUSA (<https://my.usa.edu>).
 2. Click on Password Self Service in the Quick Links.
 3. Click Reset Password.
 4. Enter your USA email user name (without the @usa.edu). Leave the Domain field completed as is.
 5. Click Continue.
 6. Answer your Security Questions; remember that your answers are case sensitive. Then type the characters displayed in pictures.
 7. Click Continue, you may have to wait a few seconds for the page to reload.
 8. Enter your New Password, then key it in again to confirm.
 9. Click Continue.
- Your password has been changed!



3. Click Reset Password.
4. Enter your USA email user name (without the @usa.edu). Leave the Domain field completed as is.

Note: If you haven't completed your one-time New Student Registration, you must do so at <http://usaedu.sysaidIT.com/Home.jsp> or you'll receive an error stating that you haven't set up your security questions, which will prohibit you from changing your password using Password Self Service.

Don't Forget: For security reasons, your password needs to be changed every 90 days. When the time comes to change it, you'll begin to receive daily reminder emails 15 days ahead of time from IT prompting you to change your password. Your security is our top priority. If you need help, let us know. We're here to assist you.

