

# How to Change CEIBS Account Password

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Every student will be assigned a CEIBS Account upon their registration for accessing these IT resources and services which need authentication. And this account can logon to most of CEIBS systems and its online services. There are two ways to change your CEIBS account password any time, through Single Sign-On portal or Outlook on the web. Please keep your password safe once you change it. **Change Password by Student Portal**

1. Log on Student Portal ( you can reach it through CEIBS Homepage- Quick Login)The link of Student Portal is <https://sso.ceibs.edu/> . When you click on Student Portal, you will be directed to the single sign-on page, where you will be asked to enter your CEIBS username and password.

2. Change Password OptionAfter login Student Portal, go to "Self Service" on the right corner and choose "Change Password", the new password should be according to the following strong password policy.

**Change Password through Outlook on the web (Webmail)**1. Log on to the Webmail ( you can also reach it through BB-My Portal)

The link of the Webmail is <https://webmail.ceibs.edu/> .Log on to the CEIBS web mail system with your CEIBS account and password.

2. Change Password Option

After login the webmail, choose "Options" on the right corner of settings.

Go to "General" - "My Account", and click "Change your password". 3. Change Your Password

Change the password according to the strong password policy. If your password has been expired, when you try to log on to the Webmail, this pop-up window will be displayed firstly to enforce you to change the password. Attention:The passwords must meet the following minimum requirements when they are changed or created:The password is not allowed the same as the previous two.The password does not contain the username.

The password does not contain more than 2 consecutive characters of the user's account and Display Name.Be at least eight characters in length.

The password must contain the following three categories:English uppercase characters (A through Z)

English lowercase characters (a through z)

Base 10 digits (0 through 9)

PS. Non-alphabetic characters (for example, !, \$, #, %) is optional to add.

## Special Note:

After changing your password, do not forget to also change the password in your Email client too.When you open Outlook, it will popup window to confirm password, then please input new one into. \* Only for MBA Students After changing CEIBS account password , you also need to change two settings both for your MBA printer and student sharing space to get them work. For detail information and configuration, you may refer to "What to Do for MBA Students after Changing CEIBS Account Password ".