



## **FACULTY/STAFF PASSWORD RESET INSTRUCTIONS** **FOR SUNY ADIRONDACK ACCOUNT CREDENTIALS**

**Beginning 10 a.m., Monday May 18, 2026, existing Queensbury Campus faculty & staff will need to reset their SUNY Adirondack password, used to access SUNY Adirondack's computers and Wi-Fi. New faculty will need to use a temporary password to assign a new, permanent password upon first login.**

1. If unknown, lookup your existing Adirondack username and password in the Plattsburgh Portal ([my.plattsburgh.edu](https://my.plattsburgh.edu)):
  - a. Navigate to the Home tab and under your name your "ADK Username" and "ADK Password" will be displayed
2. Visit <https://mysignins.microsoft.com/>
3. Enter your ADK username, adding [@sunyacc.edu](mailto:@sunyacc.edu) to the end.
  - a. This is the only time you will use [@sunyacc.edu](mailto:@sunyacc.edu) and is NOT needed to log in to the Wi-Fi.
4. When prompted for the password:
  - a. Existing Faculty: Use your existing password, listed in the Plattsburgh Portal (see step 1 if unknown)
  - b. New Faculty: Enter your temporary password: "SAdk@[your Plattsburgh Banner ID]" (without the quotes and brackets)
    - i. For instance, if your banner ID is 701234567, your temporary password would be SAdk@701234567
5. Change your password using following parameters:
  - a. Minimum 14 characters (cannot use personal identifiable info like name)
  - b. At least one uppercase letter
  - c. At least one number
  - d. At least one special character
6. You may be prompted to set up Multi-Factor Authentication or skip that for now.

Once your password is reset, retain your new, permanent password for future use.

Questions? Email SUNY Adirondack's Help Desk at [help@sunyacc.edu](mailto:help@sunyacc.edu). Be sure to inform them that you are a Plattsburgh student.