



PASSWORD RESET INSTRUCTIONS

FOR SUNY ADIRONDACK ACCOUNT CREDENTIALS

All SUNY Adirondack accounts, which Plattsburgh students use to access Adirondack computers and Wi-Fi will be set up with a temporary password that needs to be reset upon first login.

1. If you don't already know it, lookup your Adirondack username in the Plattsburgh Portal (my.plattsburgh.edu):
 - a. Navigate to the Home tab and under your name you will see your "ADK Username"
2. Visit <https://mysignins.microsoft.com/>
3. Enter your ADK username, adding @wolfmail.sunyacc.edu to the end.
 - a. This is the only time you will use @wolfmail.sunyacc.edu and is NOT needed to log in to the Wi-Fi.
4. When prompted for the password, use "SAdk@[your Plattsburgh Banner ID]" (without the quotes and brackets)
 - a. 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
 - 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. Be sure to inform them that you are a Plattsburgh student.