Using a web browser, go to https://sarah.williams.edu (Williams Student Records). Click Reset My Password.

Enter your Student System ID in the User ID field and Click Continue.
Reset My Password

If you have forgotten your password, or your password has expired, you can have a new password emailed to you.

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID: W1234567

Click Continue

Enter your birthday as the password hint answer. Make sure it is in the format mmddyyyy.

Click email new password

Forgot My Password

User ID: W1234567

Please answer the following question below for user validation.

Question: What is your date of birth (mmddyyyy)?
Response: 01221935

Email New Password

Confirmation notice – Note that for first time activation, the email will be set to your home email address. If you reset your password in the future, it will go to the Williams email.
Password Emailed

✓ Your password has been emailed.

Your new, temporary password has been generated and will be e-mailed shortly. If you are signing on for the first time as an entering first-year student, it will be sent to your home e-mail address we have used to contact you. If not, it will be sent to your Williams College e-mail address.

Close your browser window now and wait for your password to arrive by e-mail. If it doesn’t arrive within a few minutes, contact Desktop Support for help at 413-597-4090.

Close your browser! Make sure to close it!
Wait for the email to arrive in your home email address in box with the new password. This should take less than a minute, but allow up to 15 minutes before trying again to allow for email delivery delays.

The Email will be sent from csprd_noreply@williams.edu. If you do not see it in your email, check to see if it is in your junk mail or spam folder.

Open a new browser window, and log in to https://sarah.williams.edu
Your password is auto-expired and can be reset. Click on the hyperlink “Click here to change your password”

Your password has expired.

Click here to change your password.

On the password change screen, enter the temporary password from your email, then enter in a new password of your choice in the last two fields. Click the yellow “Change Password” when ready. You should see a password saved confirmation message.
You should see a password saved confirmation message. Click OK on the message.

Password Saved

Your password has successfully been changed.

OK

Click here

To get your Williams network ID and Williams email address login information, go to the Williams Email Userid page on the First Days menu shown when you sign on.

Click on Williams Email Userid for your Williams email and password
Click the ‘click here to show email, username and password’ box to reveal your password.

Your Email Userid and Temporary Password
Violet Bovine
Please check the box below to reveal your email, userid and password.
This is your email address, userid and temporary password. Use this for accessing Williams email and signing on to the Williams network.

IMPORTANT: Please sign onto Williams email and change your password. You see here will no longer be valid, it is intended as a first time only password. We can vouch for the security of email sent and read within our network. We do not recommend forwarding.

1. From this point forward, you will be receiving email from Williams offices directed to your new email account.
2. We expect that you will use your @williams.edu account for all email sent to Williams offices.
3. We strongly encourage you to not automatically forward email from your Williams account. Although you can forward email from this account to a non-Williams account, forwarding outside the Williams network is less secure. We can not vouch for the security of forwarded email. We do not recommend forwarding.
4. Although you may be able to change your displayed name on your email account, we request that you do not do so. Our offices need to be able to recognize your email and link it to your student record; it can be difficult to make that link if the displayed email name does not match our records.

More Email help from QIT

After clicking, you will see the message below. Click OK.

Message

Thank you for checking your userid (21100.75)

Thank you for checking your userid. Please make sure to go to the temporary password changer (https://pchanger.williams.edu) to reset your password as soon as possible!

Click here
The page will show your Williams email ID, password and Williams network ID. The password is for both your Williams email and Williams network ID (shown as username on the page).

Your Email Userid and Temporary Password

Violet Bovine

Here is your email, userid and temporary password. Thank you!

This is your email address, userid and temporary password. Use this for accessing Williams email and signing on to the Williams network.

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**IMPORTANT:** Please sign onto Williams email and change your temporary password as soon as possible. The password you see here will no longer be valid, it is intended as a first-time access only.

- **Email:** vb11@williams.edu
- **Password:** 8Wkenz7W
- **Username:** vb11

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- **Click here to show email, password and username**

04/30/14 10:19 AM

1. From this point forward, you will be receiving e-mail from Williams offices directed to your new e-mail account.

2. We expect that you will use your @williams.edu account for all e-mail sent to Williams offices.

3. We strongly encourage you to not automatically forward e-mail from your Williams account. Although you can forward e-mail from this account to a non-Williams account, forwarding outside the Williams network is less secure. We can vouch for the security of e-mail sent and read within our network, but cannot vouch for the security of forwarded mail. We do send information by e-mail that may be confidential, including academic or financial information.

4. Although you may be able to change your displayed name on your e-mail account, we request that you not do so. Our offices need to be able to recognize your e-mail and link it to your student record, it can be difficult to make that link if the displayed e-mail name does not match our records.

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More Email help from OIT
Go to [https://pchanger.williams.edu](https://pchanger.williams.edu). Before the actual change page, you will see the passphrase strength meter page which will give you tips on setting a secure password.

**Williams**

**Williams Passphrase Strength Meter**

**VERY IMPORTANT** - make this passphrase unique! Do not let this passphrase be the same as one you have used anywhere else whether it's your banking, shopping or even your local library.

In the new system you MUST:

- Have a passphrase at least **12 characters** long. Try using a passphrase consisting of more than one word for added security and to make it easier to remember.
- Include at least one **lower case** letter
- Include at least one **upper case** letter, preferably in the middle of the phrase.
- Include at least one **number**, also preferably in the middle of the phrase.

We **STRONGLY RECOMMEND** that you also:

- Include a special character
- Don't just use simple words, add numbers and upper case letters
- Don't use names of people or pets in the passphrase as these can be more easily guessed by hackers

When you have created a strong passphrase [click here](https://pchanger.williams.edu) to go to the password/passphrase portal to change your passphrase. You will need to enter your current password/passphrase first.

Click "Show Detail" to see how your proposed passphrase is being evaluated.

<table>
<thead>
<tr>
<th>Test Your Passphrase</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passphrase:</td>
<td>Minimum 12 characters in length</td>
</tr>
<tr>
<td>Hide:</td>
<td>Contains the following items:</td>
</tr>
<tr>
<td>Score:</td>
<td>- One or more uppercase Letters</td>
</tr>
<tr>
<td>Complexity:</td>
<td>- One or more lower case Letters</td>
</tr>
<tr>
<td></td>
<td>- One or more numbers</td>
</tr>
</tbody>
</table>

[Show Detail] [Hide Detail] [Proceed to Change Passphrase]
Using the Williams network ID and password in the last step, change your password to something you prefer.

Enter the username and password from the Williams Email Userid page.

Note: If you have just changed your password using pchanger, allow up to 15 minutes for the change to take place.

Services that use your Williams network id and password/passphrase:

- Email
- Wireless network access (to Purple Air)
- Printing (PaperCut)
- Novell Netware (Hector, Helen, Achilles, Athena.)
- GLOW courseware
- OIT software downloads
- Williams Wiki restricted pages
- Go/myaccount Self Service
- Remote Access To Library Databases (the proxy server)
- VPN (virtual private network)
- WordPress web sites
- Many WSO services
- Unix
For email, go to email.williams.edu. Since Williams uses a Google email domain, you can also access this through gmail via Google.com.

Don’t forget to add @williams.edu when signing in to Google.

Note: If you go to google.com or email.williams.edu you may find that you are already signed in to a personal gmail account. You can either sign out of the personal account and then into the Williams email, or you can simply sign in to the Williams email and have both email accounts available simultaneously. From the gmail interface select your account name on the far right, from the down arrow choose "add account". Detailed instructions can be found at: http://oit.williams.edu/files/2014/03/2-Gmail-using-multiple-google-accounts.pdf