

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

<https://sarah.williams.edu/>

Williams Student Records

User ID:

Password:

[Sign In](#)

This site has a 20 minute inactivity timeout.
Consider using [Reset My Password](#) if you can't log in.

[Williams Human Resources](#)
[Williams Financials](#)
[Williams Systems Launchpad](#)
[Williams Home](#)
[Help](#)

[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:

Student System ID

Continue

Click here

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:

Your Birthdate

Email New Password

Click here

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.

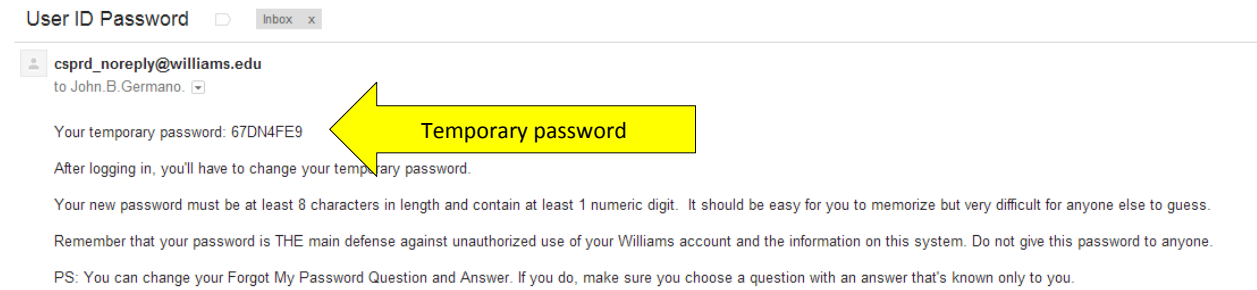
Your new, temporary password has been generated and will be e-mailed shortly. If you are signing on for the first time as an entering first-year student, it will be sent to your home e-mail address we have used to contact you. If not, it will be sent to your Williams College e-mail address.

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.

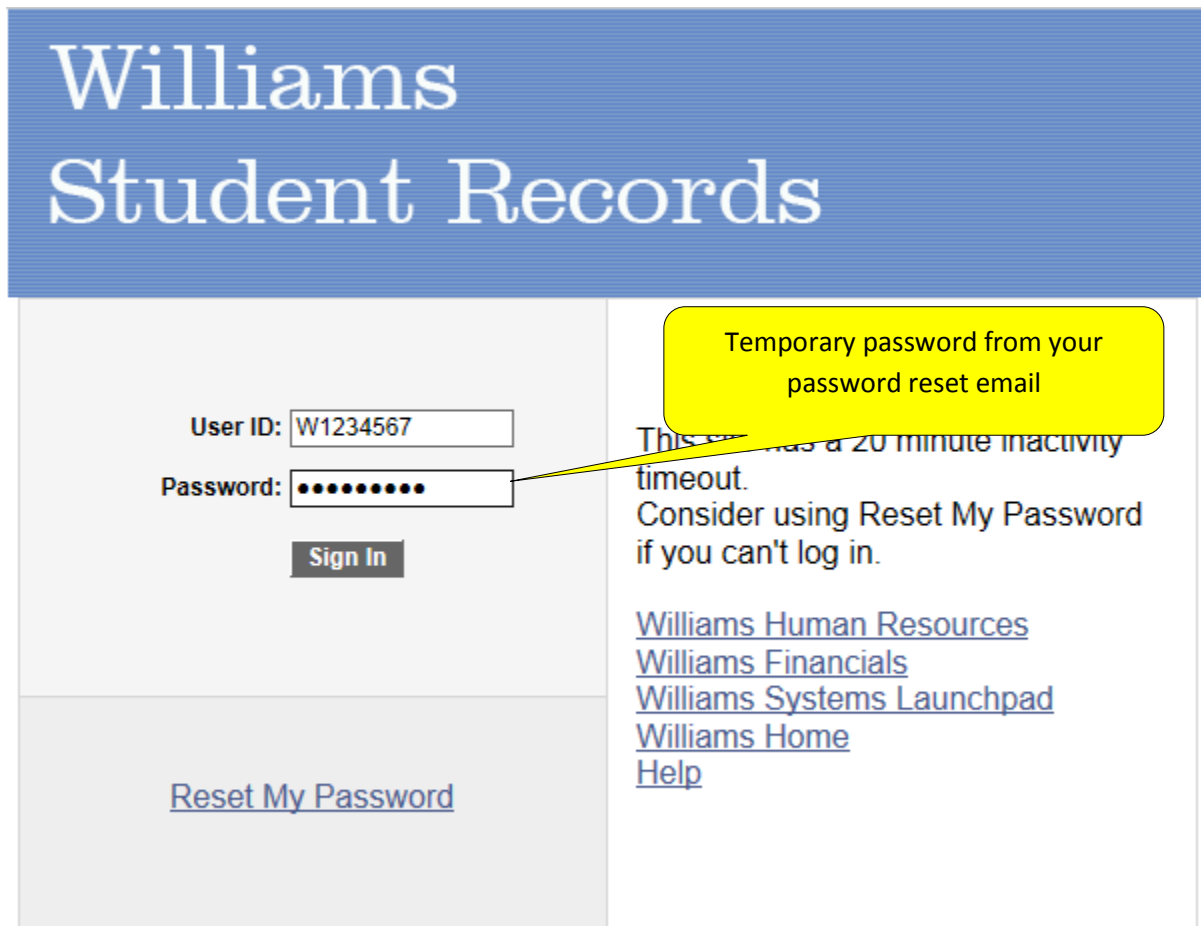
Close your browser! Make sure to close it!

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.



Change Password

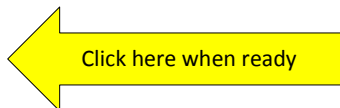
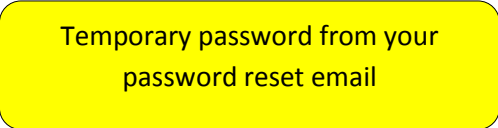
User ID: W1234567

Description: Bovine, Violet

*Current Password:

*New Password:

*Confirm Password:



You should see a password saved confirmation message. Click OK on the message.



Password Saved

✓ Your password has successfully been changed.

OK



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

First Days Menu		
Williams First Days		
Please review all the pages below. <u>Required</u> pages must be completed.		
Williams Email Userid Williams Email Address, network userid and temporary password	Ephventures Registration Register for your trip	Housing Form Required - Housing Form
WOOLF Application Required if you are going on a WOOLF Trip.	Vehicle Information Required - Vehicle Information	Religious Affiliation Chaplains Office - Important Information
Disability Accommodatn Request Optional - Disability Accommodation Request	Office of Communications Required - Authorization Form	Student Information Form Required - Verify information for students.
Math / Stat Placement Form Required - Department of Mathematics and Statistics Placement Form	Placement Information Form Required-Record AP, IB and A-Level and college level coursework.	Student Address List Preliminary list of student contact information.

Click the 'click here to show email, username and password' box to reveal your password.

Email and Userid

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. The email address, userid and temporary password you see here will no longer be valid, it is intended as a first time only.

Your Williams Email and Network ID and temporary password will show here after you click the box.

Click here to show email, password and username

Click here

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.

[More Email help from OIT](#)

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!

OK

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)

Email and Userid

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.

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 6WKENZ7W
Username vb11

Your info displayed here

[Click here to show email, password and username](#)

04/30/14 10:19AM

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.

[More Email help from OIT](#)

Go to <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](#) 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.

Test Your Passphrase		Minimum Requirements
Passphrase:	<input type="text"/>	<ul style="list-style-type: none">• Minimum 12 characters in length• Contains the following items:<ul style="list-style-type: none">- One or more uppercase Letters- One or more lowercase Letters- One or more numbers
Hide:	<input checked="" type="checkbox"/>	
Score:	<div style="width: 0%; background-color: red; height: 10px; display: inline-block;"></div> 0%	
Complexity:	Too Short	
<input type="button" value="Show Detail"/>		<input type="button" value="Hide Detail"/>
<input type="button" value="Proceed to Change Passphrase"/>		

Using the Williams network ID and password in the last step, change your password to something you prefer.

**WILLIAMS
PASSWORD
CHANGER**

Username: vb11 Password: ●●●●●●●●●●●●

→ [Forgot Password?](#)

N Login

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](mailto:username@williams.edu) when signing in to Google.



One account. All of Google.

Sign in to continue to Gmail

vb11@williams.edu

Password

Sign in

Stay signed in [Need help?](#)

Enter the username@williams.edu and password from the Williams Email

[Create an account](#)

One Google Account for everything 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>