

Synchronizing Your Passwords

Log in to MY.HAMILTON.EDU

1. Start by going to <http://my.hamilton.edu>. Use your e-mail ID as your *Username* (do NOT include @hamilton.edu). Then enter your e-mail password and click on **Submit**.

2. After logging in, click on the **Setup** tab.

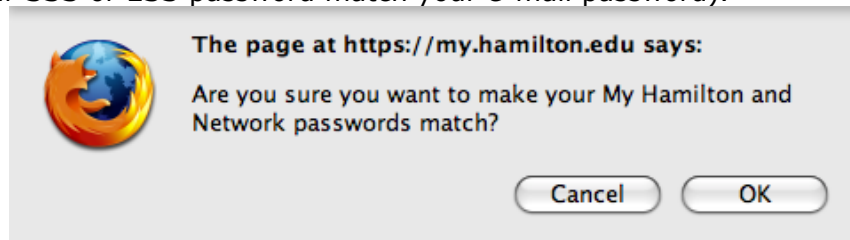
3. Click on **Passwords and Security**.

4. Enter your e-mail ID and password. This provides extra security in case you've accidentally left yourself logged in on a public computer. Click on **Submit**.

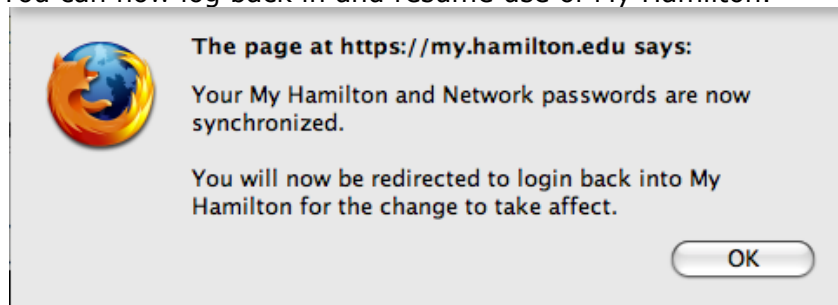
5. Click on the **Sync Passwords** button found under the heading **Synchronize Passwords**.

The screenshot shows the top navigation menu with buttons for Home, Community, Tools, News, Links, Files, Courses, and Setup. The Setup button is highlighted. To the right is a LOG OUT link. Below the menu is a breadcrumb trail: My profile | Passwords and Security | Layout Options | Themes. The main heading is "Change Your Password" with a sub-heading "Synchronize Passwords". The text explains that the My Hamilton password and network password should match. A button labeled "Sync Passwords" with a key icon is circled in red.

6. Click **OK** to confirm you really do intend to synchronize your passwords. (Remember, this makes your SSS or ESS password match your e-mail password).



7. You'll see a box pop up indicating that your passwords have been synchronized. Click on **OK** to log out. You can now log back in and resume use of My Hamilton.



NOTE: When your network password is changed, you must reconfigure your connection for the secure wireless network on your personal computer. This involves removing the existing wireless network profile and setting it up again with your new network password. Refer to the correct secure wireless network setup instructions for your computer's operating system for details on how to do so.

For questions or comments regarding this document, please e-mail helpdesk@hamilton.edu.