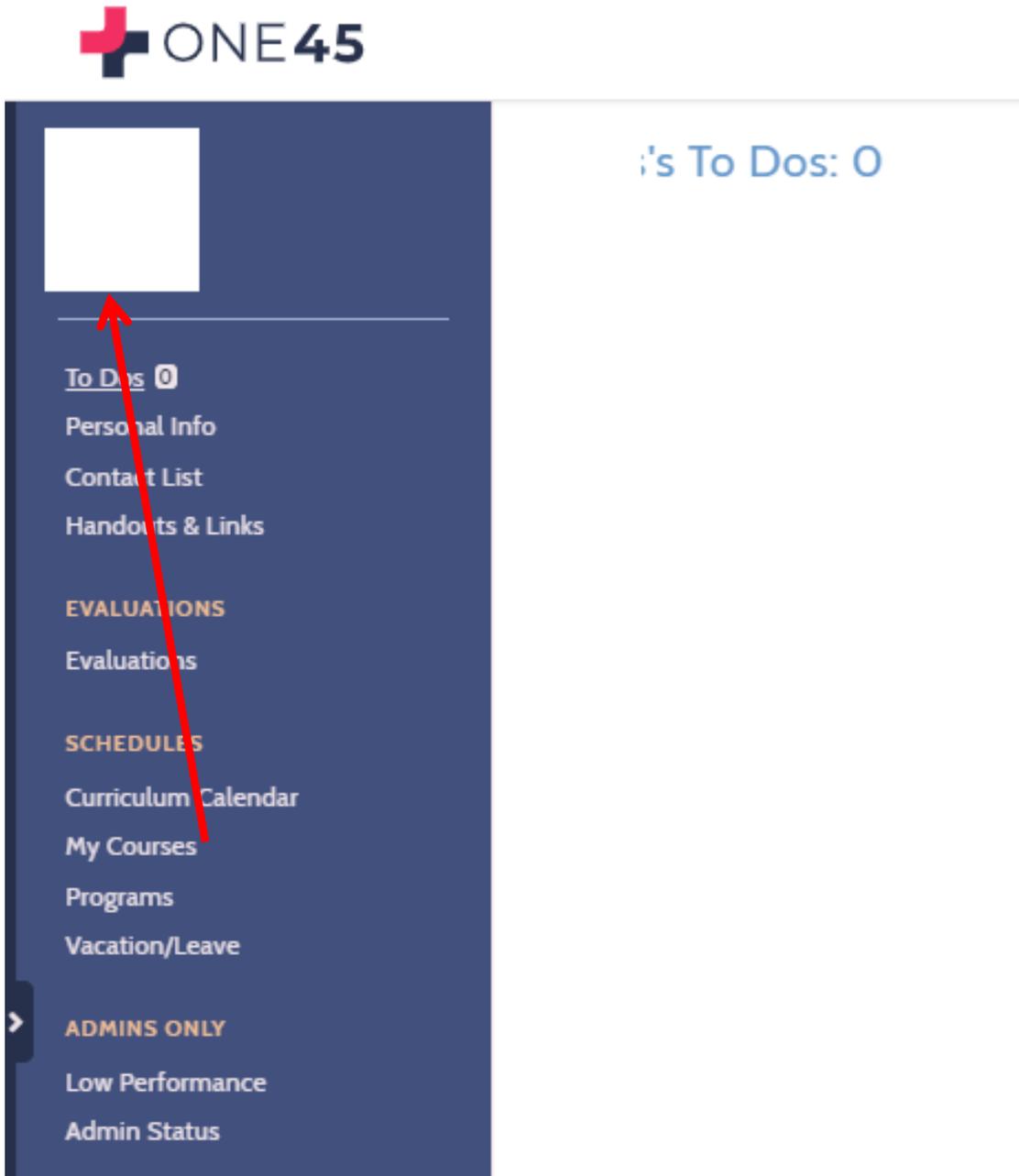


# HOW TO...

... change your password in One45.

Log in to One45 (<https://cmsru.one45.com>). When you log in, you will land on your To-Do page.



Click on the Personal Info option in the left menu.

On the Personal Information page, click on the Change Username & Password button in the Account Tasks section on the lower right of the page.

The screenshot shows the ONE45 Personal Information page. On the left is a dark blue sidebar with navigation links: To Dos 0, Personal Info, Contact List, Handouts & Links, EVALUATIONS, Evaluations, SCHEDULES, My Calendar, Curriculum Calendar, My Courses, Programs, and Vacation/Leave. The main content area is titled 'Personal Information' and contains several sections: a profile picture placeholder, a 'Contact Info' section with fields for address, phone, fax, cell, and pager, an 'Associated Information' section with a placeholder, and an 'Account Tasks' section. In the 'Account Tasks' section, there is a button labeled 'CHANGE USERNAME & PASSWORD' which is highlighted by a red arrow. Below the button, it says 'You have no devices logged into the mobile app' and there is another placeholder box.

In the Update Password section, type in your old password and then your new password. Once you have done so, click OK.

The screenshot shows the ONE45 'Update Username' and 'Update Password' sections. The 'Update Username' section has a text input field for 'username' and two buttons: 'OK' and 'CANCEL'. The 'Update Password' section has a heading and a note: 'Your password must be between 8 and 64 characters long, and use more than 3 unique characters.' Below this are three text input fields for 'old password', 'new password', and 'confirm new password', followed by 'OK' and 'CANCEL' buttons.

If you are unable to change the password here, log out and return to the main log-in screen and click the "Need help logging in?" link in the login box. This will generate an email with a link that will take you to a screen where you will be prompted to change your password.

If you are still unable to change your password, please contact Susan Huff ([huffsm@rowan.edu](mailto:huffsm@rowan.edu)) or Amy Kusmiesz ([kusmiesz@rowan.edu](mailto:kusmiesz@rowan.edu)) for assistance.