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.

In the Update Password section, type in your old password and then your new password. Once you have done so, click OK.
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) or Amy Kusmiesz (kusmiesz@rowan.edu) for assistance.