

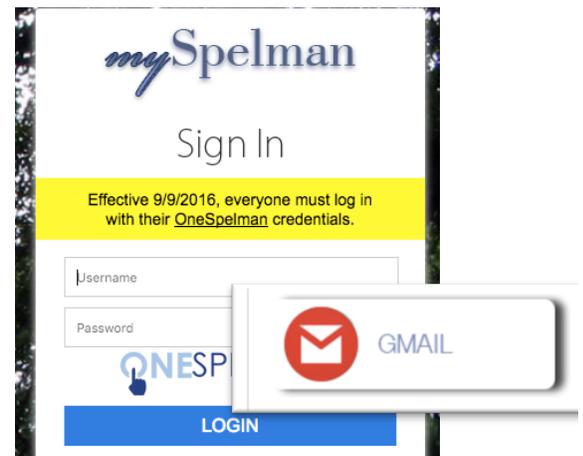


SYNCHRONIZING YOUR EMAIL PASSWORD WITH OneSpelman

Please note that if you have logged into any of the accounts below on a mobile device you will need to re-enter your new OneSpelman password on that mobile device to restore your access. Your OneSpelman password will expire in 180 days and you will be forced to change it for security reasons. At that time, you will need to synchronize your email accounts again.

STUDENTS: GMAIL

1. Log in to the **MySpelman portal** using your One Spelman credentials
2. Click **GMAIL** under *Campus Applications*
3. Log in to your **GMAIL** (if Single Sign On was not complete)
4. Click your **Initial** or **Photo** in the top right corner
5. Click **My Account**
6. Click **Signing in to Google** under *Sign-in & security*
7. Click the **date** your GMAIL password was last reset
8. You will be prompted to **re-enter your current password**
9. Enter your **One Spelman password as your new password** twice then click **Change Password**



Choose a strong password and don't reuse it for other accounts. [Learn more.](#)

Changing your password will sign you out of all your devices, including your phone. You will need to enter your new password on all your devices.

New password

Password strength:
Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. [Why?](#)

Confirm new password

CHANGE PASSWORD