

St. Bonaventure University Network & Email Account Information

All SBU email accounts are the property of ST. Bonaventure University and are to be used for University business.

Account Information

Username: _____

Password: _____

In order to access the St. Bonaventure University network, you will need to first change your temporary password. Note that you will also need an off campus email address to validate your account to. Please be sure to have a second email address available before you start this process.

1. To change your temporary password:

- Open a web browser and go to <http://my.sbu.edu/welcome>
- You will be directed to a page similar to the one below

MySBU
St. Bonaventure University

Log in

STUDENT EMAIL EMPLOYEE EMAIL CALENDAR DIRECTORY TECH ASSISTANCE

MY HOME

Tuesday, March 29, 2016 9:25:58 AM

Username:* Not Authenticated

Current Password:* Not Authenticated

[Forgot your password?](#)

Authenticate



[Student Email](#) | [Employee Email](#) | [Calendar](#) | [Directory](#) | [Tech Assistance](#)

ST. BONAVENTURE UNIVERSITY

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(716) 375-2000 | (800) 462-5050



- Type your current username in the “**username**” field and “**temporary**” password in the “current password” field. Click “Authenticate”

- Choose and answer all three Security Questions. Click “confirm”.
- Enter a new recovery email that will be used to reset your password should you forget it. Click “Check Email”. *Note: your recovery email **must be different from your SBU email.***
- You should see a notification on this same screen to send a verification email. Click “**Send Verification**”. An email will be sent to your recovery email account containing the verification link which you will need to click within 30 minutes to verify your email account.
- Click on the link sent in the verification email. If the link is not active in your email client, you can manually copy and paste it into your web browser.
- Type your “**temporary**” password given to you from HR in the “**current password**” field. Click “**Authenticate**”.
- Type your new password - **make sure it meets the complexity requirements listed on the page**
- Type your new password again to confirm.
- Click “**Change Password**”
- You should receive a message that your password was successfully changed, if not, follow the instructions on the page.

Now you can log in to <http://my.sbu.edu> (St. Bonaventure’s Web Portal) or the university email site by clicking the Office 365 Email link located at the top of this page. *Please Note:* when logging into your email through any browser you must use your entire email address as your username for that site only.

Your SBU E-mail address will be your username@sbu.edu (An example would look like this: jblackmo@sbu.edu)

If at any time you experience problems logging in to Mysbu or email, please call the helpdesk at 375-7600.