

Steps for new Hastings students to change their initial email password

Your Hastings Email **login name** will be sent to you in an initial email after you are enrolled. This will be your login name for Email, WebAdvisor, the Wireless network, and computer exams.

Your full Internet Email address is: your_login_name@uchastings.edu

Your initial password is: your Hastings 7-digit ID number (be sure to include the leading 0). If you don't have your ID number, please refer to the Acceptance Letter that you received from the Hastings Admissions Office. If you still cannot find it, please call Admissions at 415-565-4623.

You will need to change your initial password in order to access Email or WebAdvisor or the Hastings Wireless network.

Changing Initial Password

A. Use the following instructions if you are connecting from off campus.

1. Go to www.uchastings.edu/email and click "Login to Outlook Web."
2. Type **your_login_name** and initial password.
3. When you see the popup window "Your password has expired" make sure you type the following:
4. In the "Account" box, type: **uchastings\your_login_name**
5. You must type **uchastings** in front of your login name to change the password!
6. Choose a password with at least eight characters, including lower and upper case, punctuation marks, and numbers. DO NOT share your password!

B. Use the following instructions if you have NOT changed your initial password before you come to Hastings AND you are using a computer in the computer lab, or you are connected to the "Hastings" wireless network.

1. Close out all browser windows to make sure you are not logged in as the previous user.
2. Open a browser.

3. Login to the “Hastings” wireless network as:
 - a. User: guest
 - b. Pwd: guest
4. You will be taken to a page with a button to login to Outlook Web Access (OWA).
5. If you are not directed to the web page with an OWA button, type in this URL: <https://owa.uchastings.edu/exchange>
NOTE: that’s HTTPS – make sure you type the “s”
NOTE: that’s /exchange on the end of the URL
6. You will be prompted for a login. This is your E-mail login and initial password:
 - a. User name: **uchastings\your_login_name**
 - b. Password: your Hastings 7-digit ID number
7. You will be taken to a popup box that requests you change your login.
 - a. Type your account name again if prompted:
uchastings\your_login_name
 - b. Type your initial password (7-digit ID number)
 - c. Type your new password twice (2X)
8. You should get a message “Successful”
9. Now, logout of all browser windows, and logout of the network.
10. Open a new browser window. You will be prompted to login:
 - a. User: your_email_name
 - b. Pwd: your new password

This is how you can access the wireless network until you have a chance to install the Secured Hastings network.

If you have any questions, please call the Hastings IT Help Desk: 415-581-8802, then choose option 1.