HOW TO RESET YOUR PASSWORD

Go to our Monroe SFTP site.
   (From Internet Explorer enter https://files.monroe.edu/ in the *URL address box* (top of screen).)
… Login using your new user name and temp password.

Once you have logged in, click on the "My Account" at the top right of the screen.

Under the "My Account … Personal Information" section click on "Change password"

On the "Change Password Screen - Enter your new password twice and click on the [Change] button…

This will be your new password to be used when accessing our Monroe SFTP site.
Keep this password somewhere safe and handy.

LOST OR FORGOTTEN PASSWORDS

Go to the Monroe SFTP login screen. Enter your "Username" than click on "Reset password".

You will be prompted to enter your user name again.

   Click on the [Reset Password] button. An email will be sent to your email address with instructions… etc.