

MONROE (MAARS) SFTP SITE - RESETTING PASSWORDS & LOST OR FORGOTTEN PASSWORDS

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.

[My Account | Logout](#)



Under the “My Account ... Personal Information” section click on “Change password”

My Account

Personal Information

[Change password](#)



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

My Account

Change password

New Password: *

Confirm password: *



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”.

Secure File Transfer

Enter username and password

Username: *

Password:

User Interface: HTML Java Applet

[Reset password](#)



You will be prompted to enter your user name again.

Lost password

To reset your password, enter your domain and username. An email message will be sent to the email address associated with your username along with instructions on how to reset your password.

Username: *



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