

SET UP OLLU PASSWORD

Follow the steps below to set up your permanent OLLU password and then use your new password to access the myOLLU portal.

Open a web browser on your device and go to <https://aka.ms/setupsecurityinfo>. Enter your OLLU email address, then click **Next**.

At the next screen or popup, enter your OLLU username and password, then click "**Submit**" or "**Okay**."

If you are unable to log in, please contact the OLLU Admissions Office at 210-431-3961

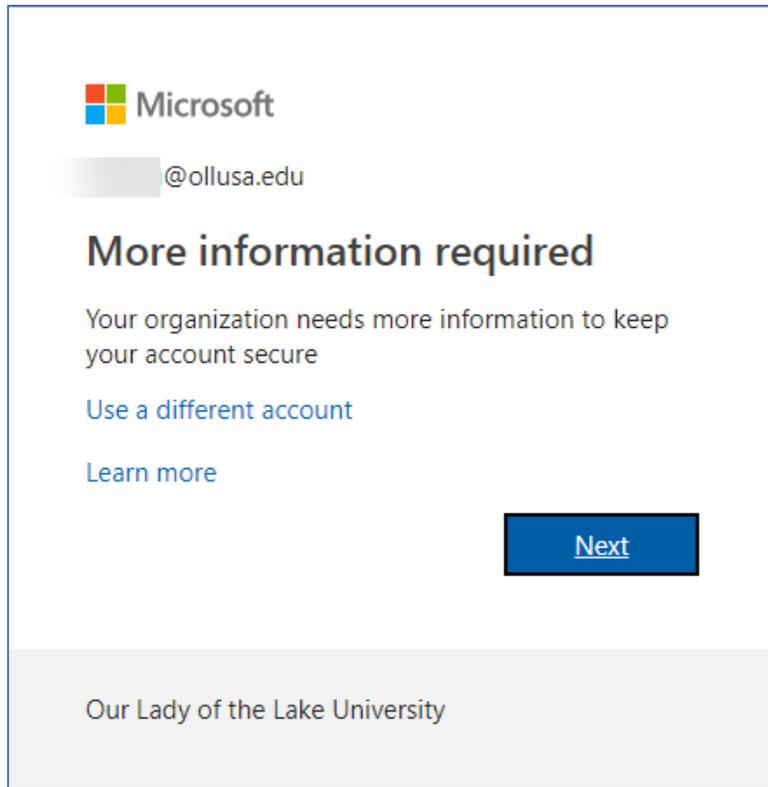


Sign in

No account? [Create one!](#)

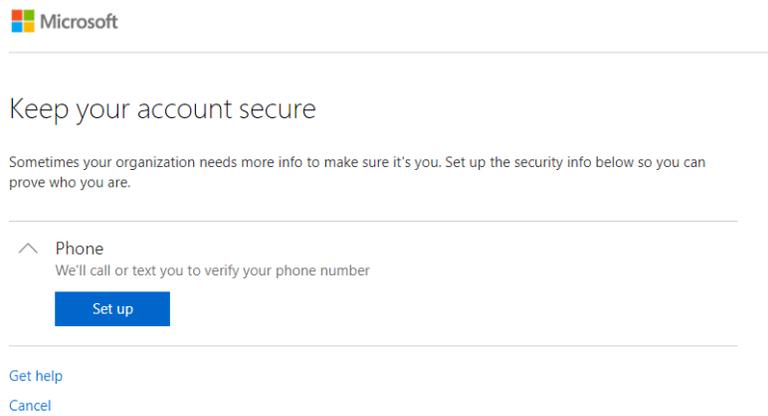
[Can't access your account?](#)

If you are presented with a More information required prompt, click "**Next.**"



The screenshot shows a Microsoft notification window. At the top left is the Microsoft logo. Below it, the email address is partially obscured by a grey box, followed by '@ollusa.edu'. The main heading is 'More information required' in a bold, dark font. Below the heading, the text reads 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more', both in blue. A prominent blue button with the word 'Next' in white is located on the right side. At the bottom of the window, there is a grey bar containing the text 'Our Lady of the Lake University'.

If this is your first time updating your security information, you may see this prompt next. Click "**Set up**" to continue with setting up your phone information.



The screenshot shows a Microsoft notification window titled 'Keep your account secure'. At the top left is the Microsoft logo. Below it, a horizontal line separates the header from the main content. The text reads 'Sometimes your organization needs more info to make sure it's you. Set up the security info below so you can prove who you are.' Below this is another horizontal line. A section titled 'Phone' is expanded, indicated by a chevron icon. The text says 'We'll call or text you to verify your phone number'. A blue button with the text 'Set up' is centered below this section. At the bottom of the window, there are two links: 'Get help' and 'Cancel'.

To setup your mobile phone information, enter the country and phone number. Then follow the wizard to validate the phone number.

Set up your phone

What phone number do you want to use?

- Call me
- Text me a code

When you've completed updating your security information, the next step is to change your password.

Click the user icon in the upper right corner, then click **"Profile."**

Microsoft

OLLUSA.EDU

Keep your account secure

Phone

Email

[Add security info](#)
[Change default \(Mobile phone call\)](#)
[Get help](#)

Profile menu:
Apps
Profile
Sign out

Select **"Change password."**

- Manage account
- [Change password](#)
- [Edit security info](#)
- [Review terms of use](#)

- [Forget MFA on remembered devices](#)
- [Sign out everywhere](#)

Enter your current password in the "Old password" field. Enter your new password in the "Create new password" and "Confirm new password" field.

Click "Submit."

change password

User ID
clspears@ollusa.edu

Old password

Create new password

Confirm new password

submit

Enter your current password here.

Enter your new password here.

Click here.

Your account is now set up. To access the myOLLU portal, open a web browser on your device and go to <http://www.ollusa.edu>.

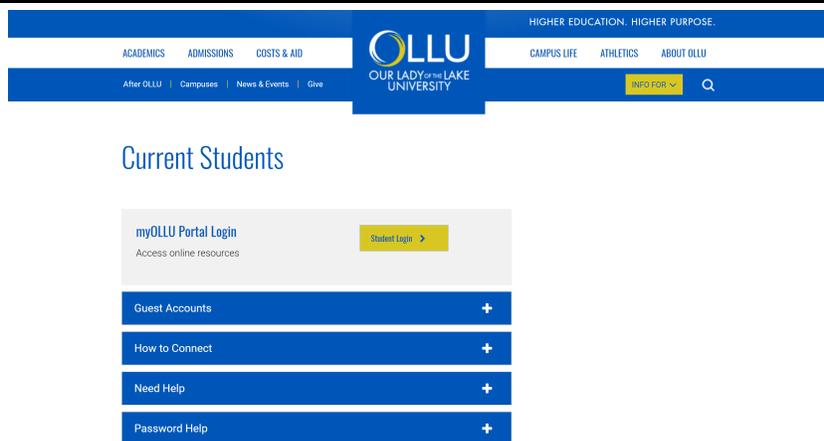
Select "Info for" and then "Current Students"



Select "Student Login."

Enter your OLLU Email and newly created password from the steps above.

Once you login, you must agree to the OLLU Acceptable Technology Use Policy before you can continue; select "I Agree" at the bottom of the page.



Once you are logged into the myOLLU portal, complete the steps provided in the portal. If you have any problems, please contact the OLLU Office of Admissions at 210-431-3961.