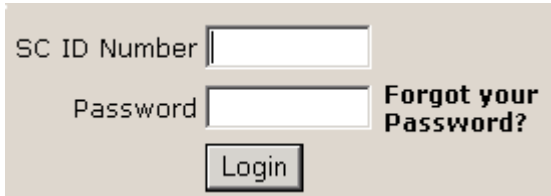
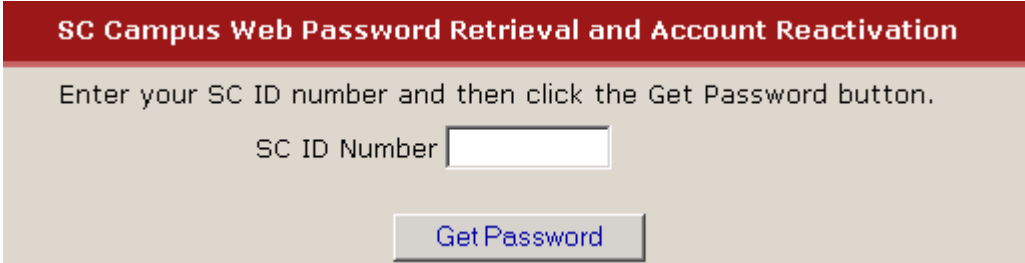


## Campus Web Password Retrieval Process

**Note:** If you forget your Campus Web password, use these instructions to retrieve it.

Instructions	
1.	Access the Springfield College web page – <a href="http://www.spfldcol.edu">http://www.spfldcol.edu</a> and click the <b>mySCweb</b> link at the top right of the screen under “Information for:.”
2.	Click the “ <b>Campus Web</b> ” link.
3.	<p>On the next screen you will see a link that says “<b>Forgot your Password?</b>” next to the field for your password.</p>  <p>Click the link that says “<b>Forgot your Password?</b>”</p>
4.	<p>On the next screen the following will appear:</p>  <p>Click the “Get Password button.”</p>
5.	Your information will be sent to your Webmail address. Follow the login instructions provided and you will be able to access your Campus Web account.