

Webmail Password Reset Instructions

Easy Steps to Follow

1. Click the **mySCweb** link at the top right of the screen under “Information for:” on the Springfield College home page.
2. On the next screen click the “**Webmail**” link.
3. On the next screen click the link above that says:

“**Get new account information or Reset forgotten password Click Here**” as illustrated below.



Your information will be sent to you so that you can create another password just like you did when you initially accessed your Webmail account.

Keep this information for your entire stay at Springfield College.

If you need assistance, contact any one of your instructors for help.