



myLPU e-Learning Reset Password Guide

1. In the login page, click *Forgotten your username or password*.

Username
Password
Log in
Forgotten your username or password?

or

Username
Password
Log in
Forgotten your username or password?

2. Enter your LPU Email (Office365) in the *Username* or *Email Address* box and click **Search**

Note: If you forgot your Office 365 email, please contact or visit the ICT/MIS department for assistance.

Log in

myLPU e-Learning Portal

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username
jose.laurel@lpunetwork.edu.ph
Search


Search by email address

Email address
Search

3. Click *Continue*.

If you supplied a correct username or email address then an email should have been sent to you.

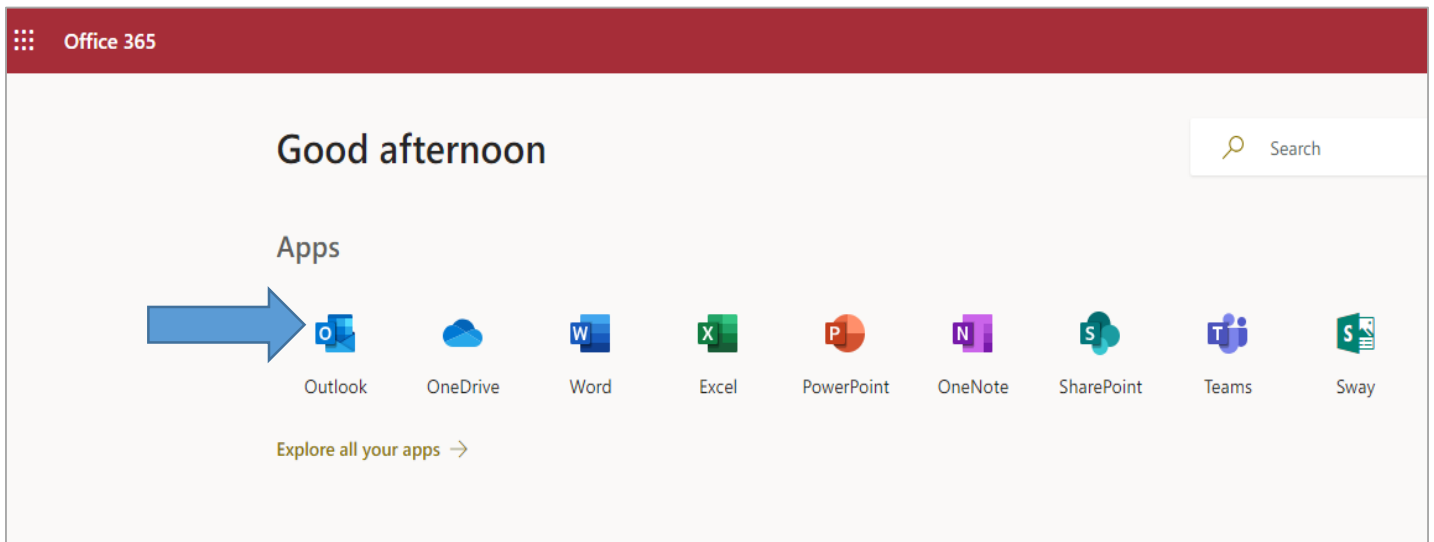
It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.



4. Open your LPU email using the following websites.
Manila and Cavite Campuses – mail.lpu.edu.ph
Batangas Campus – <http://o365.lpubatangas.edu.ph>
Laguna Campus – <http://gmail.lpulaguna.edu.ph>

Note: If you forgot your official LPU email, please contact or visit the ICT/MIS department for assistance.

5. Select *Outlook*.



Office 365

Good afternoon

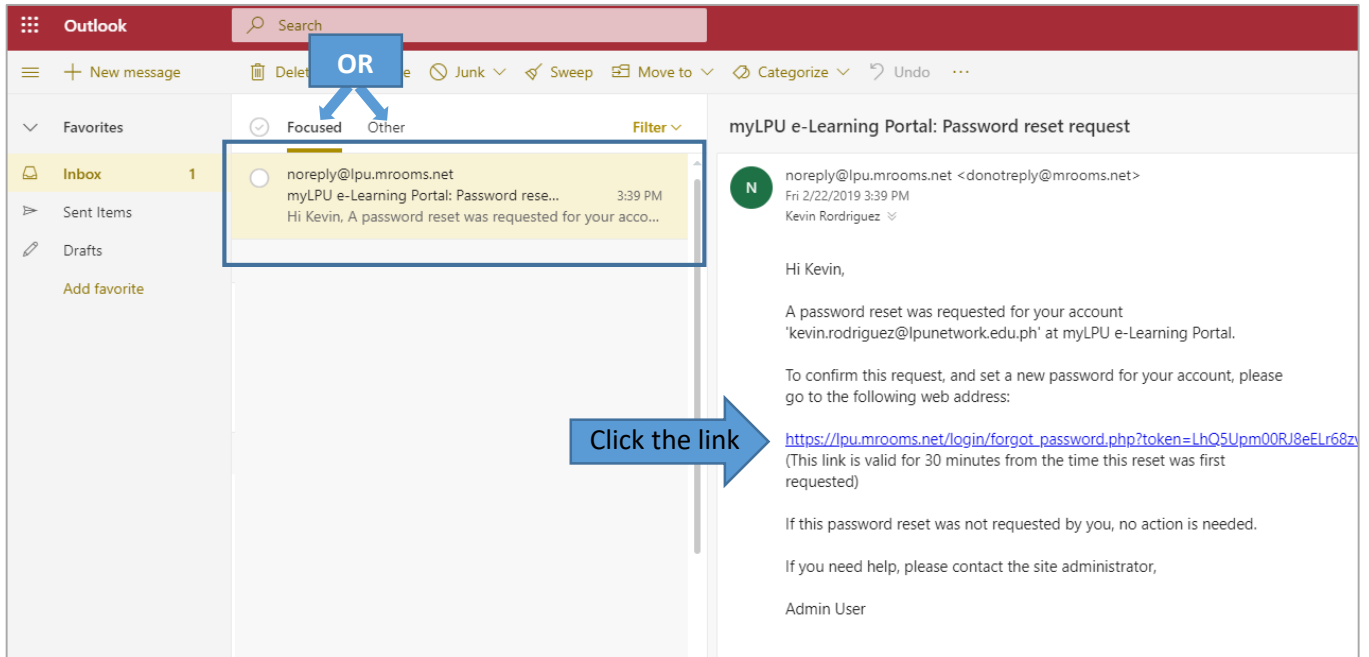
Search

Apps

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6. Check your inbox, a confirmation email will be sent from noreply@lpu.mrooms.net.




7. Create your new password and click *Save Changes*.

Note: The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #.

Example: **Lpu@1952**

The screenshot shows the 'myLPU e-Learning Portal' password reset page. At the top left is a 'Log in' button. The main heading is 'myLPU e-Learning Portal'. Below the heading, it says 'Please enter your new password below, then save changes.' The 'Set password' section includes a 'Username' field with the value 'jose.laurel@lpunetwork.edu.ph'. Below that is a note: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #'. There are two password input fields: 'New password' and 'New password (again)'. Both fields have a red asterisk and the word 'Required' to their right. At the bottom, there are two buttons: 'Save changes' (in a red box) and 'Cancel'.

 Please take note of your username and password.