Guest Password Resets in Sakai

This document applies to only non-LUC guest users of Sakai, such as those added to a project site using an external email account (ie – Gmail, Yahoo, etc.). If you are a Loyola faculty, staff, or student, registered with your @luc.edu email address, you will need to use the Personal Account Manager (PAM) to change your password.


2. On the Sakai homepage in the left menu area, click on Reset Guest Password.

3. Enter the email address with which you were added to the project site originally, and click Send Password for a password reset email.

4. Login to your external email account and check for a message from sakai-support@longsight.com with the subject line of New Password Request. Follow the link provided in the email to reset your password for LUC Sakai.
5. You will see the project sites for which you have access listed across the top of the Reset screen. Remember that your **full email address** will be used as your username. Type your new password a second time to confirm the change. Then click **Change password and log in**.

![Reset your password in LUC Sakai](image)

6. Once your new password has been set, you will automatically be taken into Sakai. Please make note of your new password and keep it handy for future use.