



KAIROS

UNIVERSITY

Accessing Your Student Portal Account

You have a unified username and password that will provide access to the student portal and Mikkelsen Library resources.

Your username follows the pattern: first initial, last name, followed by the last two digits of the current calendar year. For example, if your name is Mary Smith and you started in 2019, your username would be "msmith19". If you are having problems, call the Help Desk and we can confirm what your username is.

Your INITIAL password is SFSeminary followed by the last 5 digits of your student ID number. If your student ID is not 5 digits, add 0 (or zeros) in front until your number is five digits. **You MUST change your password! Follow the instructions below.** If you do not change your password, you will be locked out of the student portal (after a limited number of grace logins). Should that happen, you need to contact the Help Desk (605-274-5331) for assistance.

Notes: If you do not know your student ID number, please email registrar@kairos.edu.

The username and password for the student portal are the same as your Mikkelsen Library account.

Changing your Password

Open your web browser and go to <https://change.augie.edu>

1. Type your username (see above) in the Login box.
2. Fill in your current password (see above) in the "Old password" box.
3. Choose a new password and type it in the "New password" box and the "Confirm" box. Your new password must respect the password constraints listed at the top of the screen.
4. Click send.

If you have problems changing your password, call the Help Desk at 605-274-5331.