PennKey Password Syncing

Last Modified on 09/23/2021 12:04 pm EDT

**Resetting your PennKey password** syncs your PennKey, PennO365, and KITE passwords to the same value.

If you didn’t reset your PennKey password by 3/14/21 you won’t be able to log into your PennO365 email or Office ProPlus applications. You’ll need to reset your PennKey password first, and then log in with that password.

To trigger the password sync

1. Visit the PennKey password change page: [https://weblogin.pennkey.upenn.edu/changeexpiredpassword](https://weblogin.pennkey.upenn.edu/changeexpiredpassword)
2. Follow the prompts to complete the PennKey password change process.
   
   You may choose a new password or re-use your existing PennKey or PennO365 password.
3. Wait about 5 minutes for the password sync to complete across your accounts.
4. When prompted by your PennO365 apps, enter your new password on your devices (this may take up to a day after completing the password sync).

After resetting your PennKey password

After resetting your PennKey password you will need to re-authenticate (re-enter your password) to a variety of services. These services include, but are not limited to:

- PennO365 email and calendaring (faculty/staff only)
- Canvas
- Any Outlook plug-ins you may have (faculty/staff only)
- Penn videoconferencing tools (Zoom and BlueJeans)
- Penn filesharing tools (Dropbox and Box)
- AirPennNet*
- PennKey-authenticated webpages

* If you don’t change your PennKey password as part of the sync you will not have to log back into AirPennNet.

Questions?

Faculty & PhD Students: [Academic Distributed Representatives](https://example.com) (login required)
Staff: Administrative Support (login required)

Students: Wharton Computing Student Support