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Ways to change your password

There are two ways to change the SSCC domain password. **Note:** This will change the password for email, the Tech Support ticketing service, wireless access, as well as logging onto desktop computers at the college. **This does not apply to faculty laptop logins.** Faculty laptop passwords have to be changed locally. The procedure to change a laptop password is provided at the bottom of this paper.

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Domain Password Change - Method One (Outlook Web App)

- Log into the Outlook Web App.
- When logged in, click on the options tab in the upper right corner of the screen.
- Click the **Change Your Password...** option.

- At the change password screen, enter the current password, followed by the new password. Then confirm the new password by entering it a second time. Click ✓ **Save**. Please note, for security purposes your new password must be at least 8 characters long and contain 3 of the following 4 types of characters being: Uppercase, Lowercase, Numeric, and Special Characters (@#$%^). An example would be w0rds$@P.
After clicking save, you should see a page similar to the following image.

Click **OK** and you will be prompted to log into the Outlook Web App a second time with your **new password**.

You will be brought back to the page you changed your password at. This can be a little confusing, but your password has been changed and
you can navigate away from this page by clicking on the **Mail** link and return to your inbox.
Domain Password Change - Method Two (SSCC domain computers)

- Log onto a desktop computer at the college.
- When logged on, press the Ctrl+Alt+Delete keys to enter the security screen.
- Select the **Change a password**... option
- Enter the current password, followed by the new password and confirm the new password by entering it in a second time. Click on the right pointing arrow beside the confirm password box. Please note, for security purposes your new password must be at least 8 characters long and contain 3 of the following 4 types of characters being: Uppercase, Lowercase, Numeric, and Special Characters (@#$%^). An example would be w0rds$@P.
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Laptop Users

Laptop users will need to change the password locally on the laptop in addition to changing the SSCC domain password using any of the three methods mentioned above.

- The local password on the laptop will need to be changed by pressing the Ctrl+Alt+Delete keys on the keyboard and selecting **Change a password**. (Refer to Method Two of changing your domain password. The steps are identical).

**NOTE:** It is recommended to change the laptop password to the same used for your domain password. In addition, you will need to change the password for accessing your SSCC email on any other mobile devices. For example, if you use an iPod, Android tablet, or smart phone you will need to change the SSCC email account password, not the password to log into your mobile device.

**NOTE:** Once you have changed your password, you will not be able to change it again for 30 minutes.

For advice on how to create a strong password, refer to either of the following links:

http://www.sscc.edu/academics/assets/tutorial-creating-strong-password.pdf

or
http://www.sssc.edu/academics/assets/tutorial-is-your-password-ez2-crack.pdf

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