

## Change Your SSCC Password

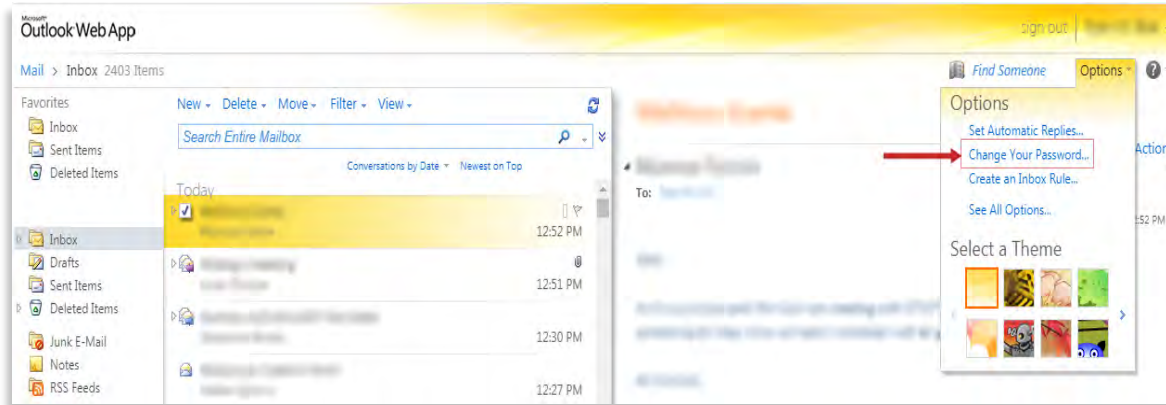
There are two ways to change your SSCC password. (1) The Outlook Web App or (2) an SSCC Domain PC. This will change your password for MyRecords, MyMail, MyElearn, MyEconnect, SharePoint, the TechSupport ticketing service, wireless access, and for logging onto desktop computers at the college. **This does not apply to faculty laptop logins.** Faculty laptop passwords must be changed locally. The procedure to change a laptop password is provided on page four of this guide.

### **Table of Contents**

<a href="#"><u>Change Password Using Outlook Web App</u></a>	<a href="#"><u>2</u></a>
<a href="#"><u>Change Password Using SSCC Domain PC</u></a>	<a href="#"><u>3</u></a>
<a href="#"><u>Laptop Users</u></a>	<a href="#"><u>4</u></a>
<a href="#"><u>Creating a Strong Password</u></a>	<a href="#"><u>5</u></a>

## Domain Password Change - Method One (Outlook Web App)

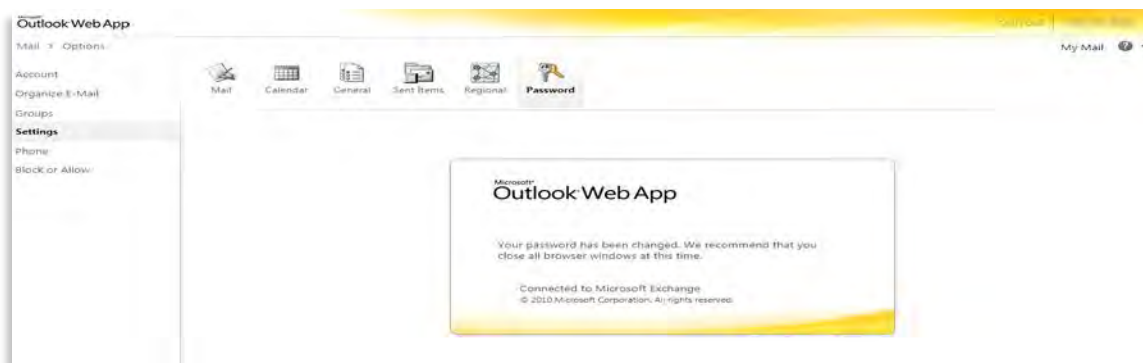
- Log into the Outlook Web App. [sscc.edu](http://sscc.edu) > Faculty & Staff > [Email](#)
- When logged in, click on the options tab in the upper right corner of the screen.
- Click the **Change Your Password...** option.



- 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.



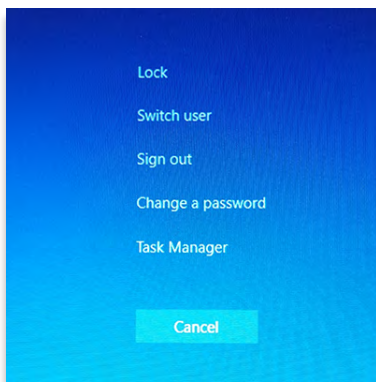
Your password has been changed. To access your email again, close all browsers, then navigate back to the OutlookWebApp and sign in with your new password.

## Domain Password Change - Method Two (SSCC domain computers)

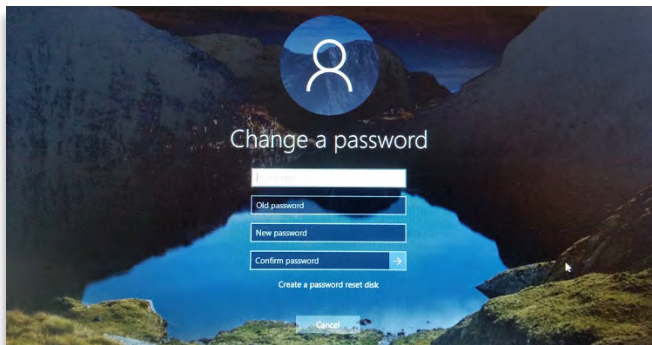
- Log onto a desktop computer at the college.
- When logged on, press the Ctrl+Alt+Delete keys to enter the security screen.



- 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.



## 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.

## Creating a Strong Password

Passwords are like passports or a blank check; if lost or stolen they give hackers a world of opportunity by providing access to your personal, financial and work data. The campus Password Policy helps you be proactive in selecting a strong password and managing them, to protect your identity and College resources. Once you've read and understood the password policy, you should change your password and other campus passwords that do not meet the standards.

### Strong Password Characteristics

- Are at least eight alphanumeric characters long
- Contain at least three of the following four categories:
  - Upper case characters (e.g., A-Z)
  - Lower case characters (e.g., a-z)
  - Digits (e.g., 0-9)
  - Special characters ( e.g., !@#\$%^&\*()\_+|~-=\`{}[]:;'<>?,./)
- Are kept private. Passwords should be memorized or, if written down, kept in a locked file cabinet or other secure location. (They should never be shared.)
- Do not contain a common proper name, login ID, username, email address, initials, first, middle or last name

### Weak Password Characteristics

- The password contains less than eight characters
- The password is a word found in a dictionary (English or foreign) or a word in any language, slang, dialect, jargon, etc.
- The password is the same as your user name or login name
- The password is a common usage word such as names of family, pets, friends, computer terms, birthdays or other personal information, or number patterns like aaabbb, dddddd, qwerty, zyxwvuts, 123321, etc.
- Any of the above spelled backwards
- Any of the above preceded or followed by a digit (e.g., secret1, 1secret)

### A List of Don'ts

- Don't reveal a password over the phone or in person to anyone. Not your boss. Not your family. Not your co-workers. If someone demands a password, refer them to this document.
- Don't reveal a password in an email message
- Don't talk about a password in front of others
- Don't hint at the format of a password (e.g., "my family name")
- Don't reveal a password on questionnaires or security forms
- Avoid writing passwords down, but if you must, store them in a secure place (e.g., a locked file cabinet)
- Passwords should never be stored unencrypted on-line
- Do not use the "Remember Password" feature of applications (e.g., Internet Explorer, FireFox, etc.)

- Don't use the default password, if one is provided. Change it immediately to a new, stronger password.
- Don't reuse old passwords. (Passwords should not be reused within a 12-month period.)