

Change Your Password

Revised April 29, 2009

NOTE: This is the same user account information that you will also use to log into the myYC portal.

1. At the computer keyboard (PC):

Hold down the Ctrl key, hold down the Alt key, and press the Delete key.



2. Enter your YC network account username and password:

If you have never changed your password, the default password is YavaMMDDYY, where MMDDYY is your birth date in month-day-year format. For example, if your birth date was January 2, 1973, your default password would be Yava010273.



If you have never changed your password, you will be prompted to change your password now.



----->Click on OK

This window displays with your username and old password already filled in.



What is the new password requirement?

New passwords **must contain three** of the following four items and **must be at least (7) seven** characters long and **can't contain your name or username**:

1. Lower-case letters (a-z)
2. Upper-case letters (A-Z)
3. Numbers (0-9)
4. Special characters (such as punctuation marks, symbols, etc.)

Enter a new password and confirm the new password as shown.



The screenshot shows the 'Change Password' dialog box in Windows XP. The title bar is blue with the text 'Change Password'. Below the title bar is the Windows XP logo and the text 'Microsoft Windows xp Professional'. The dialog box contains the following fields and controls:

- User name: testent
- Log on to: YC (dropdown menu)
- Old Password: [masked with dots]
- New Password: [masked with dots]
- Confirm New Password: [masked with dots]
- Buttons: OK and Cancel

-----→Click on OK



The screenshot shows the 'Change Password' dialog box with a success message. The title bar is blue with the text 'Change Password' and a close button (X). The message area contains an information icon (i) and the text 'Your password has been changed.'. Below the message is an 'OK' button.

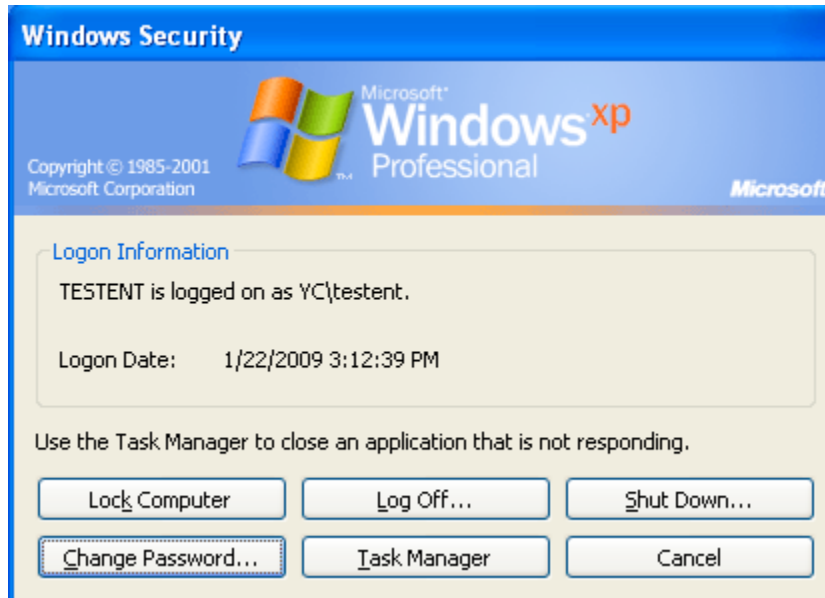
-----→Click on OK

To change your password in the future:

Logon to the computer with your username and password

At computer keyboard:

Hold down the Ctrl key, hold down the Alt key, and press the Delete key.



→Click on Change Password

Fill in old password, new password, and confirm password and click on OK.

For changing your password when logging into the myYC Portal, go to <http://www.yc.edu/password> and choose which option which applies to you, then follow the procedure.