

Change Password

Note that this is the same user account information that you will also use to log into the myYC portal.

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



Enter your YC network account username and password
If you have never changed your password, it is your social security number without the dashes or your student id number (9 digits usually starting with 999...).



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 Microsoft logo and 'Windows xp Professional' branding. The dialog contains the following fields and controls:

- User name: A text box containing 'testent'.
- Log on to: A dropdown menu showing 'YC'.
- Old Password: A text box filled with 10 black dots.
- New Password: A text box filled with 7 black dots.
- Confirm New Password: A text box filled with 7 black dots.
- Buttons: 'OK' and 'Cancel' buttons at the bottom right.

-----→Click on OK



The screenshot shows a smaller 'Change Password' dialog box with a blue title bar and a close button (X) in the top right corner. It contains an information icon (i) and the message: '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 applies to you, following the procedure.