Change Your Password

Revised November 20, 2014

NOTE: This is the same user account information that you will also use to log into the YC Web Site.

1. At the computer keyboard (PC):
Hold down the Ctrl key, hold down the Alt key, and press the Delete key.
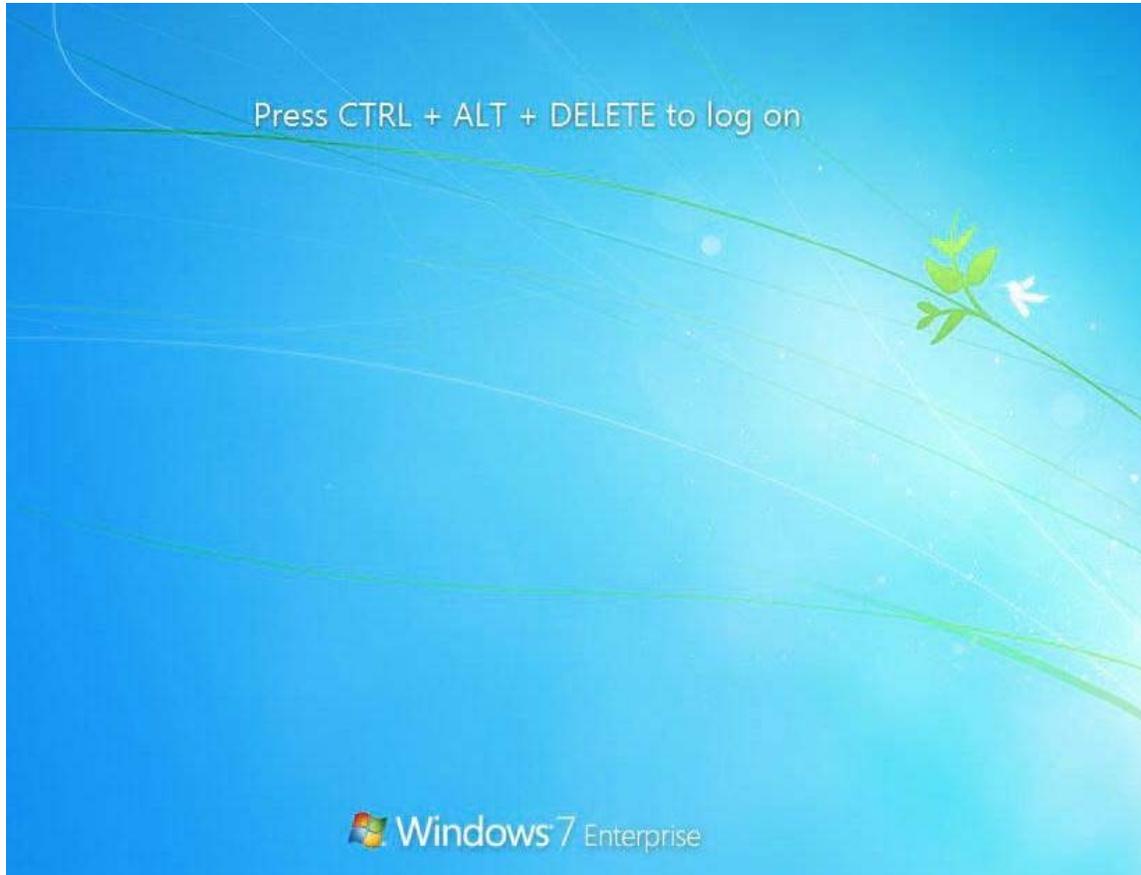
2. Enter your YC network account username and password:

If you have never changed your password, you will be prompted to change your password now.
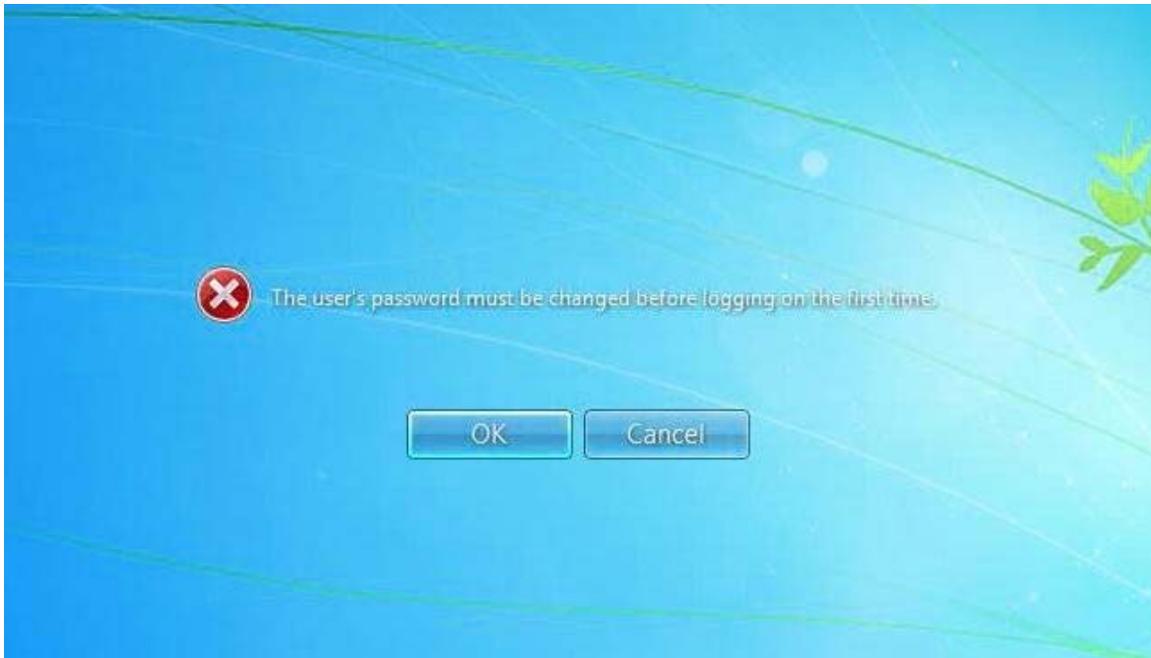
Click on OK. A new window opens displaying your username and old password.

What are the password requirements?

New passwords **must contain three** of the following four items and **must be at least (12) Twelve** 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.

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.
This window will be displayed:
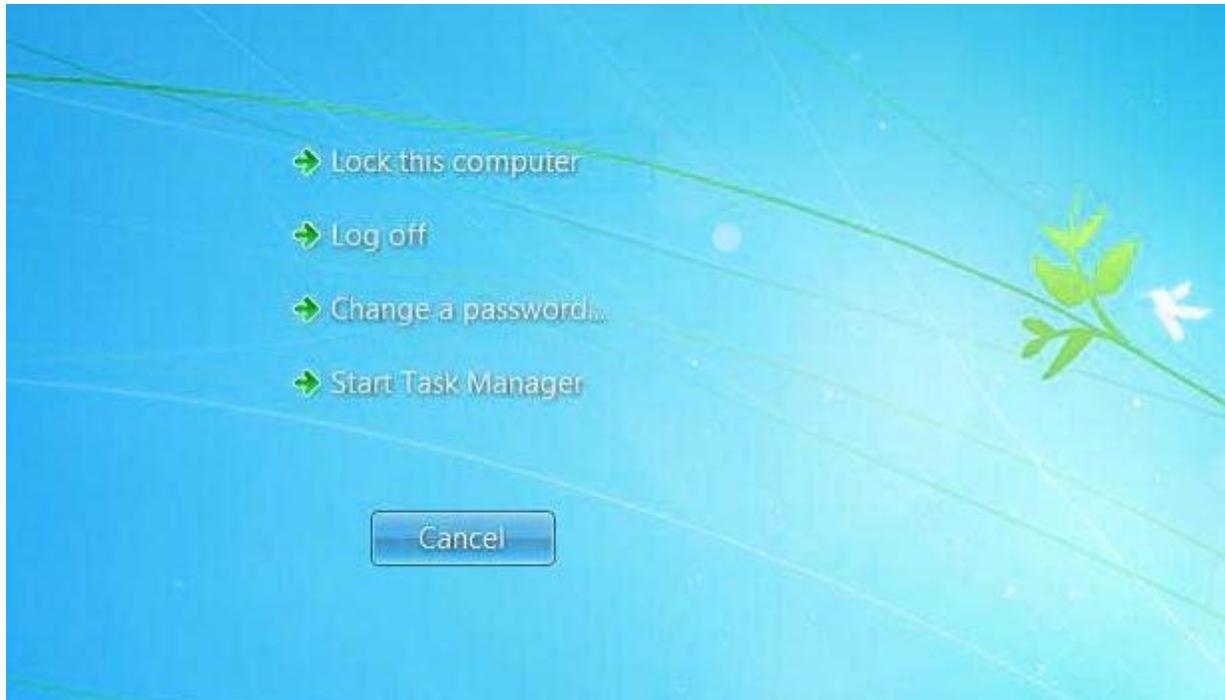
Click on "Change a password…"

Fill in old password, new password, and confirm password and click on the arrow.

NOTE: It is also possible to change your password at the YC Web Site.

Logon to the YC Web Sitel at http://www.yc.edu with your username and password

Click on "My Password" in the My Account area; then click on "change your password"

A Password Change and Reset Tools page will open; follow instructions to change your password.