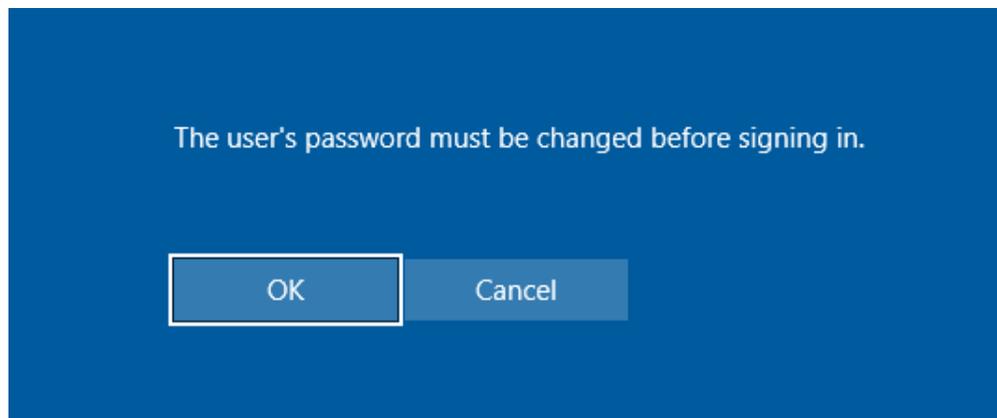


Performing a required password change in Microsoft Windows

The instructions provided below are for changing the SDCCD email/network password via Microsoft Windows.

NOTE: Any mobile device that is connected to SDCCD Exchange (email) will also require a password update immediately after changing your password per the instructions below to prevent account lockout.

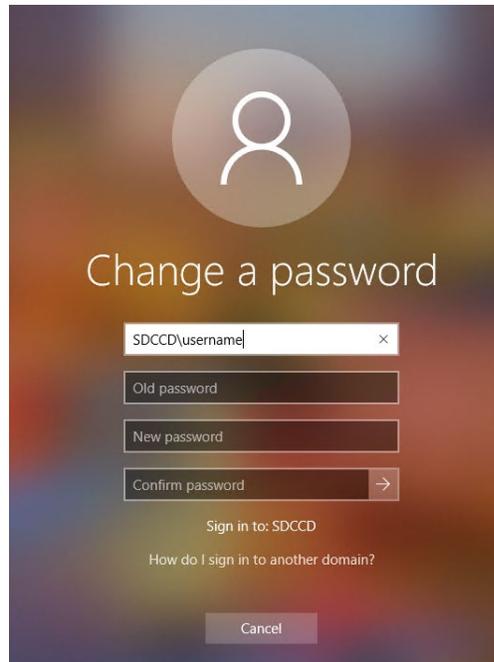
- 1.) If a password change is required on your account you will see this message when logging into a Windows PC. Click "OK" to continue.



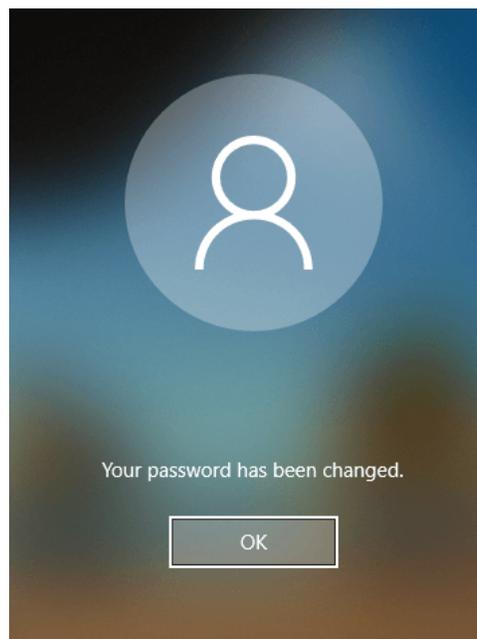
NOTE: Your new password must comply with the current SDCCD complexity requirements:

- a. Minimum of 10 characters
- b. 3 of the 4 following criteria:
 - i. Upper case letters
 - ii. Lower case letters
 - iii. Integers (0-9)
 - iv. Special characters – use the characters at the top of your number line at the top of the keyboard

2.) The Change a password dialogue box will appear. Enter the Old password, the New password, and the Confirm password. Click the arrow to continue.

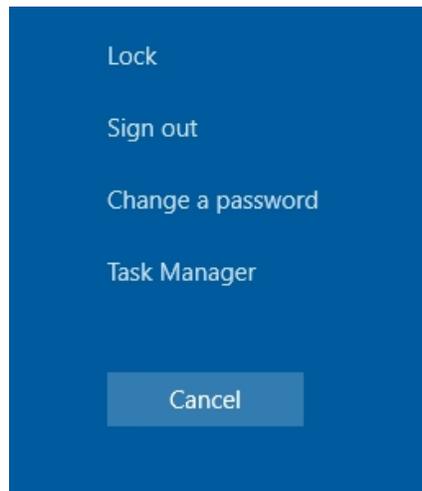


3.) **The password now has been changed. On your next login, you will be required to use your new password.**



Performing a manual password change in Microsoft Windows

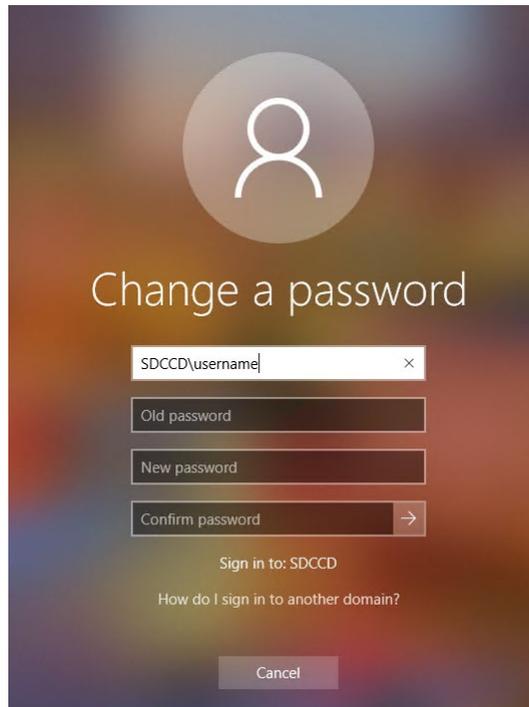
- 1.) Login to your Windows PC. Once logged in, press the Ctrl, Alt, and Del keys simultaneously and release. Click “Change a password”.



NOTE: Your new password must comply with the current SDCCD complexity requirements:

- a. Minimum of 10 characters
- b. 3 of the 4 following criteria:
 - i. Upper case letters
 - ii. Lower case letters
 - iii. Integers (0-9)
 - iv. Special characters – use the characters at the top of your number line at the top of the keyboard

2.) Enter the Old Password, the New Password, and Confirm Password.



3.) The password now has been changed. On your next login, you will be required to use your new password.



If you encounter issues changing your password or require further assistance, please contact the SDCCD HelpDesk at ithelp@sdccd.edu, or by calling 619-388-7000