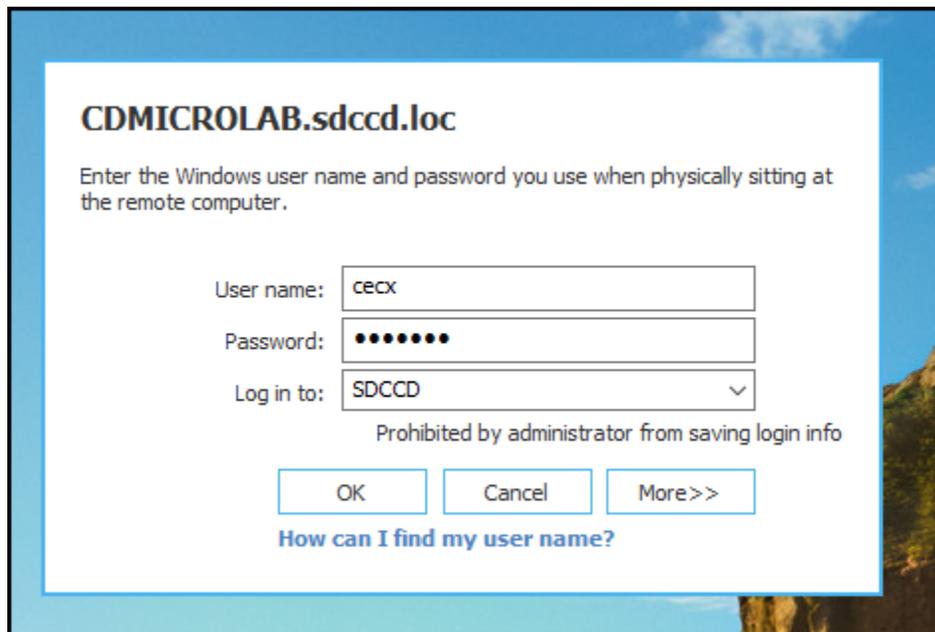


# Performing a Password Change in LogMeIn

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

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

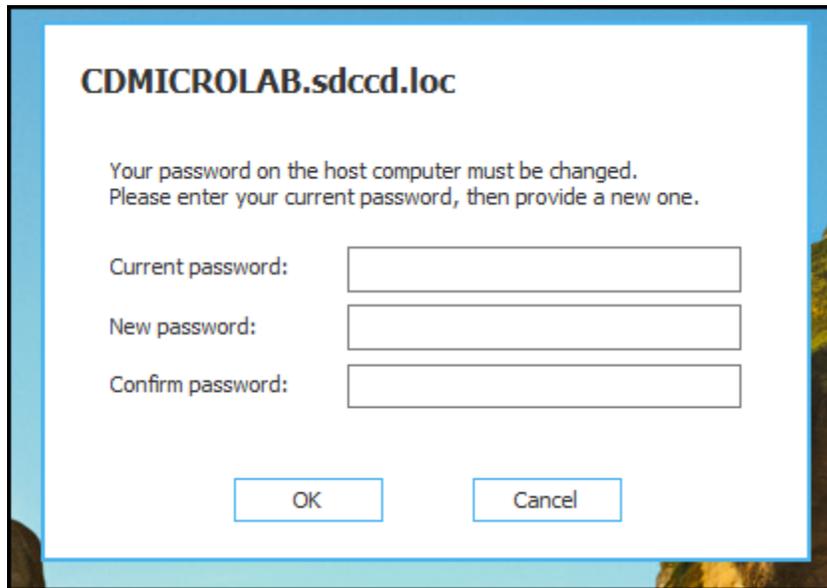
- 1.) Login using your SDCCD email/network credentials.



**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 above the number keys at the top of the keyboard.

2.) Enter your Current password, New password, and Confirm password – click on “OK”.



**CDMICROLAB.sdccd.loc**

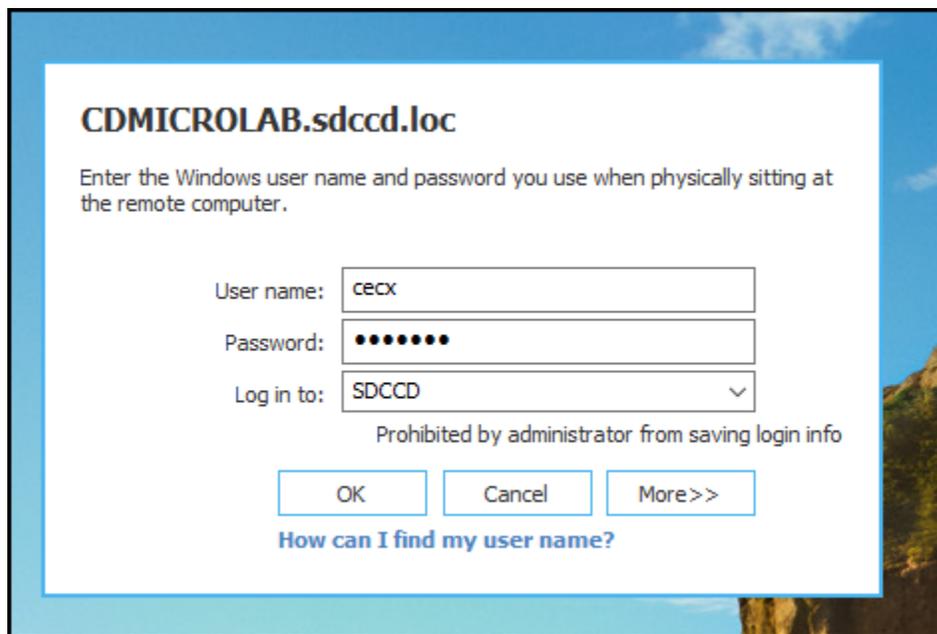
Your password on the host computer must be changed.  
Please enter your current password, then provide a new one.

Current password:

New password:

Confirm password:

3.) Login with your username and new password



**CDMICROLAB.sdccd.loc**

Enter the Windows user name and password you use when physically sitting at the remote computer.

User name:

Password:

Log in to:

Prohibited by administrator from saving login info

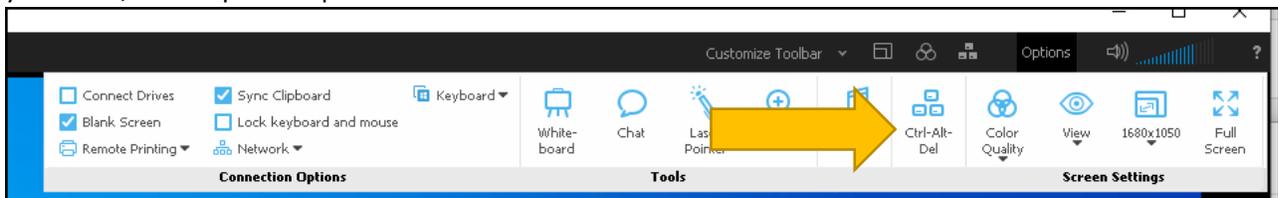
[How can I find my user name?](#)

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

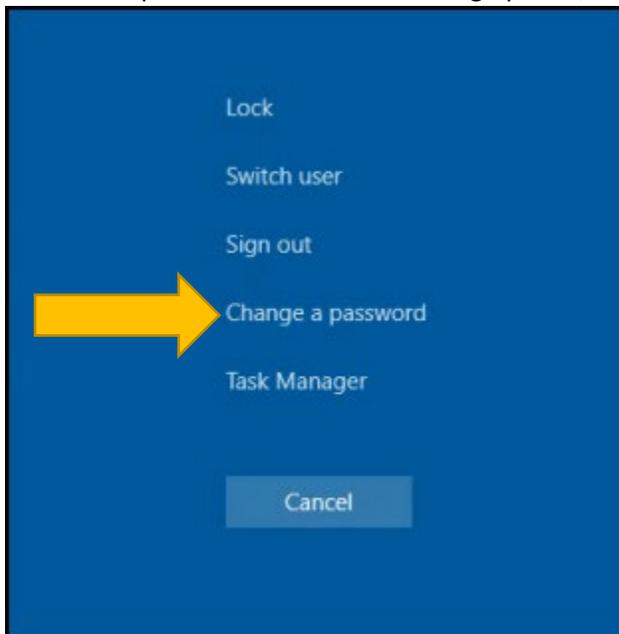
# Initiating a Password Change in LogMeIn

Instructions below are for initiating a password change using the LogMeIn client.

- 1.) Login with your username and password as you normally do.
- 2.) Once you are logged in, select "Options" at the top of the screen from the LogMeIn toolbar. Once the options are displayed, select "Ctrl-Alt-Del". This will simulate pressing the Ctrl + Alt + Delete keys as if you are sitting at your local, on campus computer.



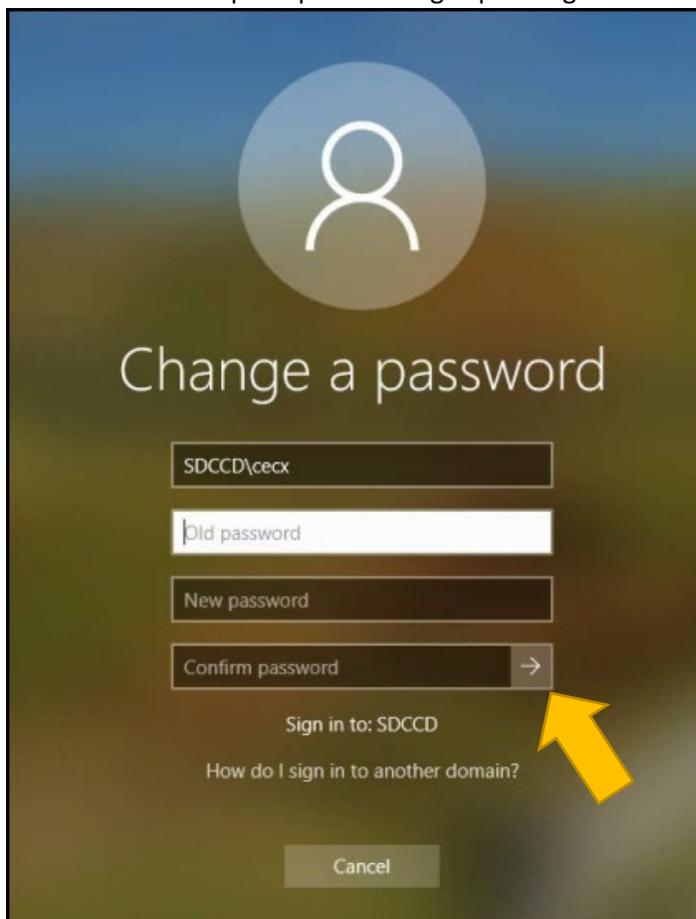
- 3.) You will be presented with the following options, select "Change a password".



4.) You will be presented with “Change a password” screen.

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

- Minimum of 10 characters
  - 3 of the 4 following criteria:
    - v. Upper case letters
    - vi. Lower case letters
    - vii. Integers (0-9)
    - viii. Special characters – use the characters above the number keys at the top of the keyboard.
- a. Enter your old password in the “Old password” box.  
b. Enter your new password in the “New password” box.  
c. Enter your new password again in the “Confirm password” box.  
d. When complete press the right-pointing arrow in the “Confirm password” box.



SDCCD\cecx

Old password

New password

Confirm password →

Sign in to: SDCCD

How do I sign in to another domain?

Cancel

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

