

INSTRUCTIONS FOR CHANGING YOUR Active Directory GroupWise & MyCCP PASSWORD

NOTE: Changing Your Active Directory Password Changes all Three Passwords

PASSWORD RULES

- A valid Password MUST:
 - be a minimum of 8 characters with a maximum length of 128 characters.
 - not contain the user's account name or parts of the user's full name that exceed two consecutive characters
 - be at least eight characters in length
 - contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - Lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)

VERY IMPORTANT

**PASSWORDS EXPIRE EVERY 45 DAYS – EXPIRATION NOTIFICATIONS ARE SENT FROM ITS (5) DAYS PRIOR TO EXPIRATION.
PREVIOUS PASSWORDS MAY NOT BE USED FOR (8) CONSECUTIVE PRIOR CHANGES**

OPTION 1 CHANGE PASSWORD USING YOUR WORKSTATION (ON CAMPUS)

Login into your workstation with your current password. Press these keys simultaneously: Ctrl, Alt, Delete.

Click on the Change Password Tab (bottom left) Type your current password in the Old Password box. Type your new password in the New Password box.

Type your new password in the Confirm New Password box.

Click OK

Change Successful

If the change was successful, you will receive a message indicating that your password has been successfully changed.

Change Unsuccessful – Try these Steps: Type in the current password again to ensure that you have entered it following the new password rules.

Make sure you have entered the same password in both fields.

Change Still Unsuccessful

Contact 4ITSupport at ext 6000 Option1, Option1

Option 2 Change Password Using the PASSWORD SELF SERVICE PORTAL

Go to the password reset web page at <https://passwordreset.ccp.edu>, and click the *Sign In* link in the upper right hand corner of the page.

You may be asked to enter your username and current password, otherwise, Type in your username and click Submit.

Note: If off-campus the username must be entered as follows: ad\username

Click the identity tab (left).

Click on the Password Change link on the left hand side of the screen.

Answer a minimum of one (1) Security question and click Submit. Contact 4ITSupport if you need assistance.

Type your new password in the Password box following the Password Rules.

Type your new password in the Password (confirm) box and click Submit.