

Change Password Instructions

Note: These instructions describe how to change your password after you've activated your account. If you have not yet activated your account or have forgotten your password, please return to the Activation Help page for additional information.

Step 1: Locate your *User ID*. This is how you will identify yourself to the portal. If you have forgotten your User ID and are a continuing student (registered any time prior to Fall 2010), please contact the Registrar's Office for assistance. If you have forgotten your User ID and are a new student (starting Fall 2010) please contact the Admissions Office for assistance.

Step 2: Go to <https://mywcc.sunywcc.edu> and sign on to the portal.

The screenshot shows a web browser window titled "Employee-facing registry content - Mozilla Firefox". The address bar displays the URL: https://mywcc.sunywcc.edu:10443/psp/epstst/EMPLOYEE/EMPL/h?tab=WCC_TAB_STUDENT. The page header features the Westchester Community College logo and the tagline "Building Minds. Building Futures." with navigation links for Home, Help, Add Link, and Sign out. Below the header is a search bar and a "My Links" dropdown menu. The main content area is organized into several columns:

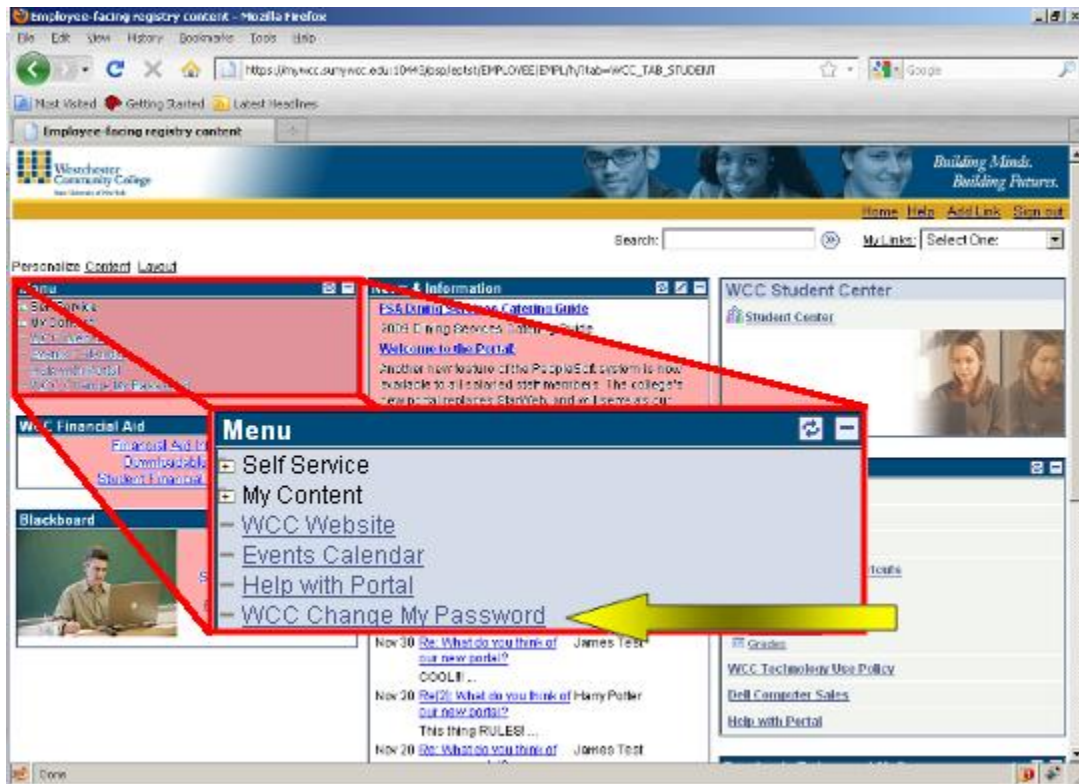
- Menu:** Includes links for Self Service, My Content, WCC Website, Events Calendar, Help with Portal, and WCC Change My Password.
- WCC Financial Aid:** Includes links for Financial Aid Information, Downloadable Forms, and Student Financial Assistance.
- Blackboard:** Includes a video thumbnail and links for Online classes, Hybrid classes, Supplement classes, and Blackboard Access.
- News & Information:** Features a "Welcome to the Portal" announcement about the new PeopleSoft system and a link to "View All Articles and Sections".
- Student Discussion Forum:** Displays a table of recent posts:

Date	Recent Posts	Author
Dec 03	Re: What do you think of our new portal? This stuff works pretty cool. ...	Alan F Aguire
Nov 30	Re: What do you think of our new portal? COOL!!! ...	James Test
Nov 20	Re[2]: What do you think of our new portal? This thing RULES! ...	Harry Potter

- WCC Student Center:** Includes a link to the Student Center and a video thumbnail.
- Quick Links:** Includes links for WCC Website, Events Calendar, Library ERes Login, Registrar's Online Shortcuts (Registration, Student Billing, Courses, Testing Center, Grades), WCC Technology Use Policy, Dell Computer Sales, and Help with Portal.

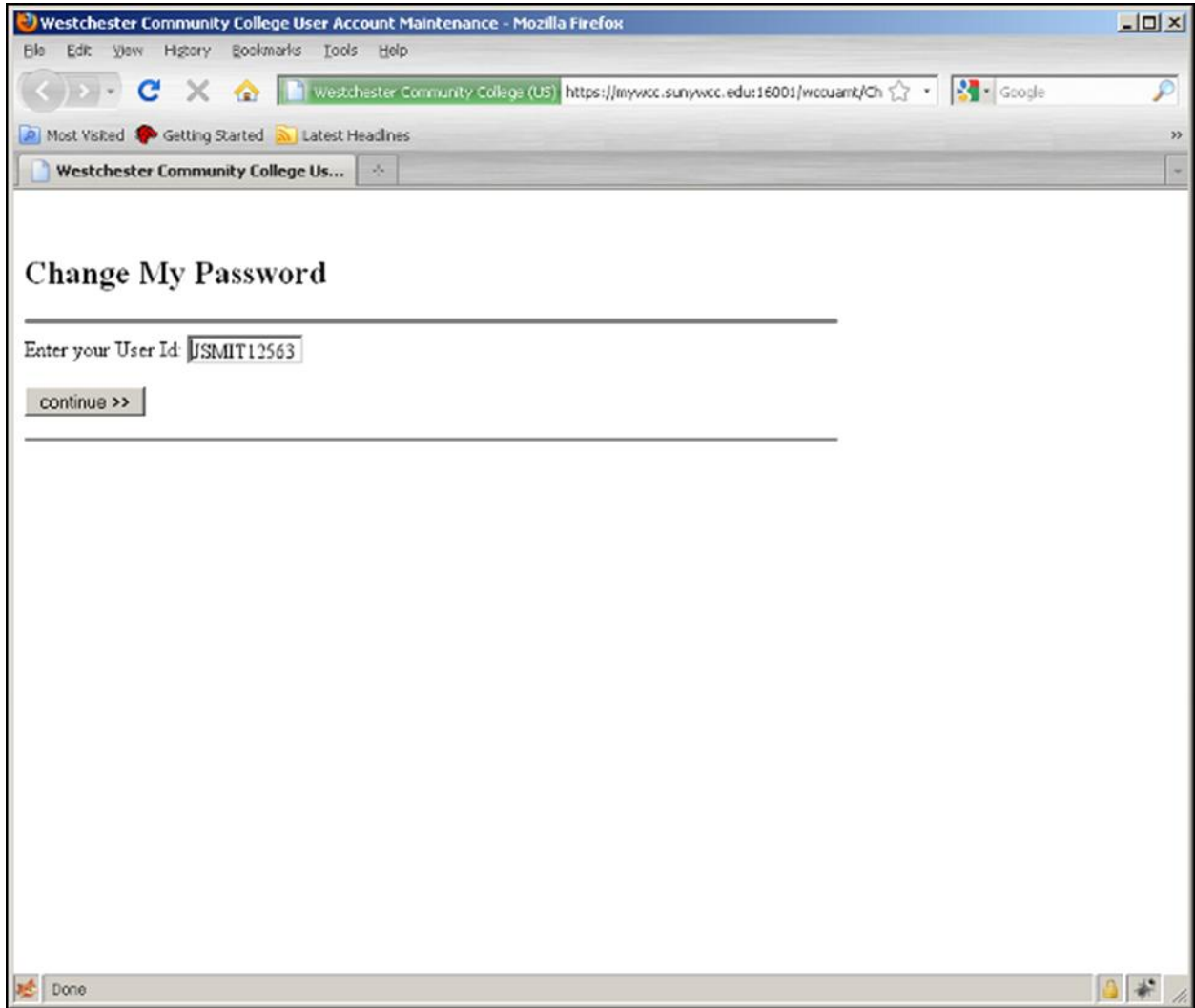
Change Password Instructions (continued)

Step 3: Click the “WCC Change My Password” link:



Change Password Instructions (continued)

Step 4: Enter your User ID then click the Continue button:



Westchester Community College User Account Maintenance - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Westchester Community College (US) <https://mywcc.sunywcc.edu:16001/wccuamt/Ch> Google

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Westchester Community College Us...

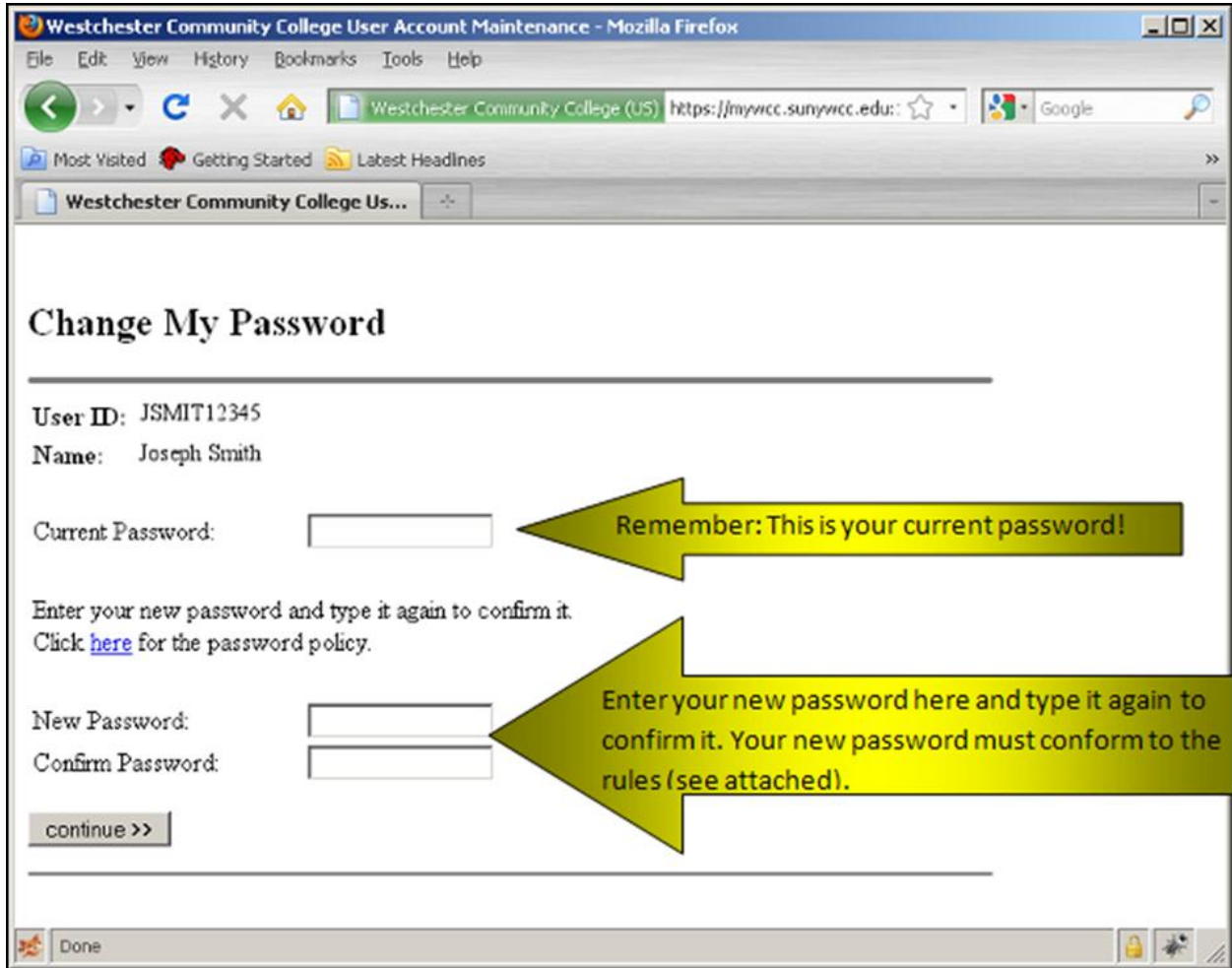
Change My Password

Enter your User Id

Done

Change Password Instructions (continued)

Step 5: Enter your current password followed by your new password (twice) and click the Continue button:



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Westchester Community College Us...

Change My Password

User ID: JS MIT12345
Name: Joseph Smith

Current Password:

Remember: This is your current password!

Enter your new password and type it again to confirm it.
Click [here](#) for the password policy.

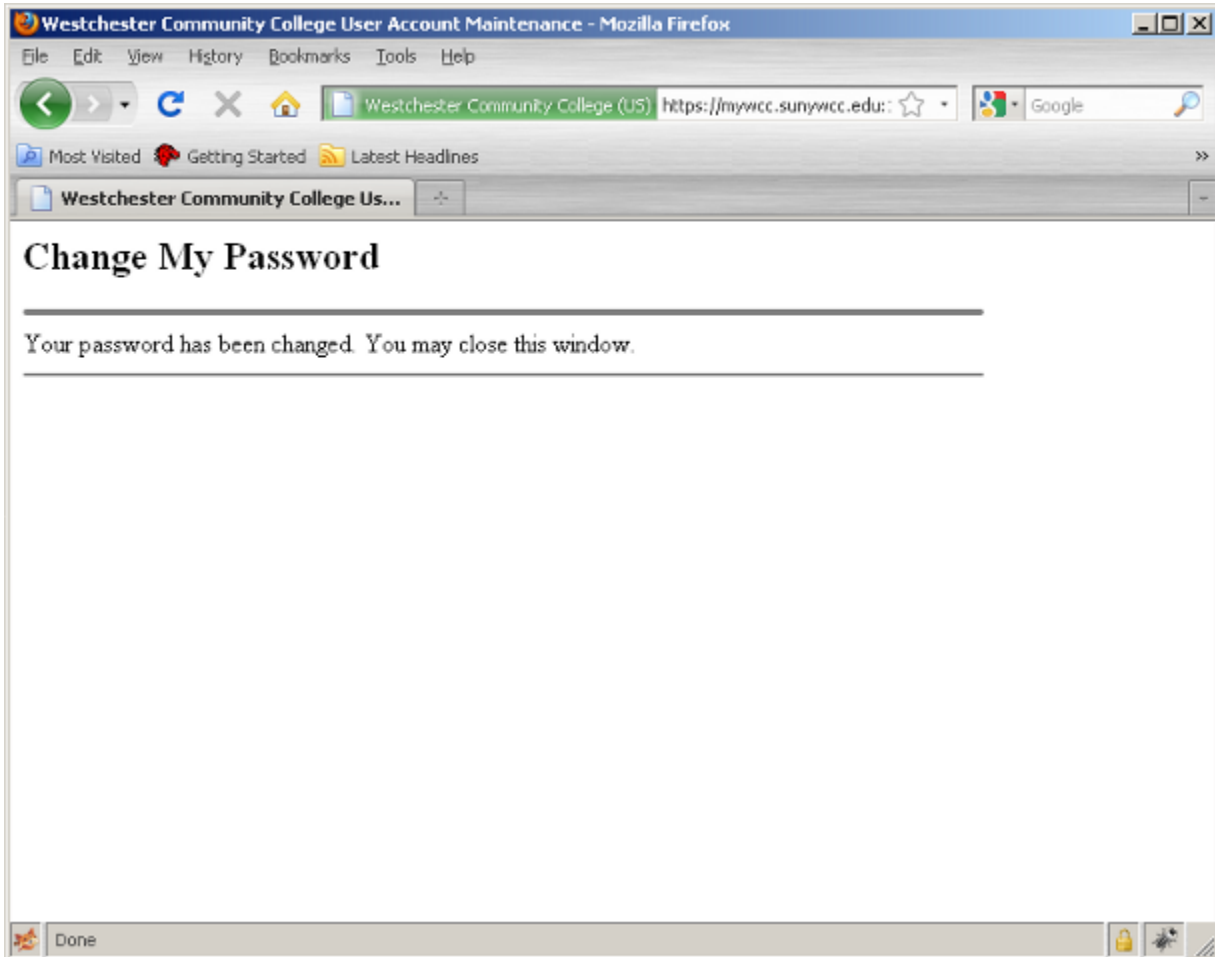
New Password:
Confirm Password:

Enter your new password here and type it again to confirm it. Your new password must conform to the rules (see attached).

Done

Change Password Instructions (continued)

Step 6: Your password will be changed. You may close this browser window.



Change Password Instructions (continued)

Rules for Passwords: Here are the requirements for a secure password. You will not be able to assign a password to your account that does not meet these criteria.

The following are the minimum requirements for your password:

Minimum Length	7
Maximum Length	25
Minimum # of Uppercase Characters	1
Minimum # of Lowercase Characters	1
Minimum # of Numeric Characters	1
Longest Sequence of Same Character	3
Minimum # of Unique Characters	3

Your password may not contain your user ID, first name or last name.
