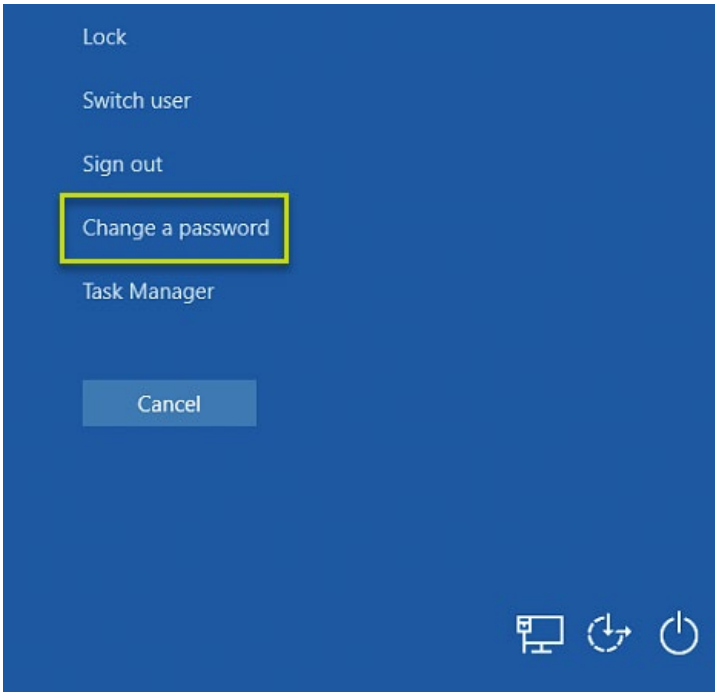
Change Password – TC Computer Method

This article will walk you through changing your current password *before* it expires using a campus machine. You will need to be able to login to your account to perform these steps.

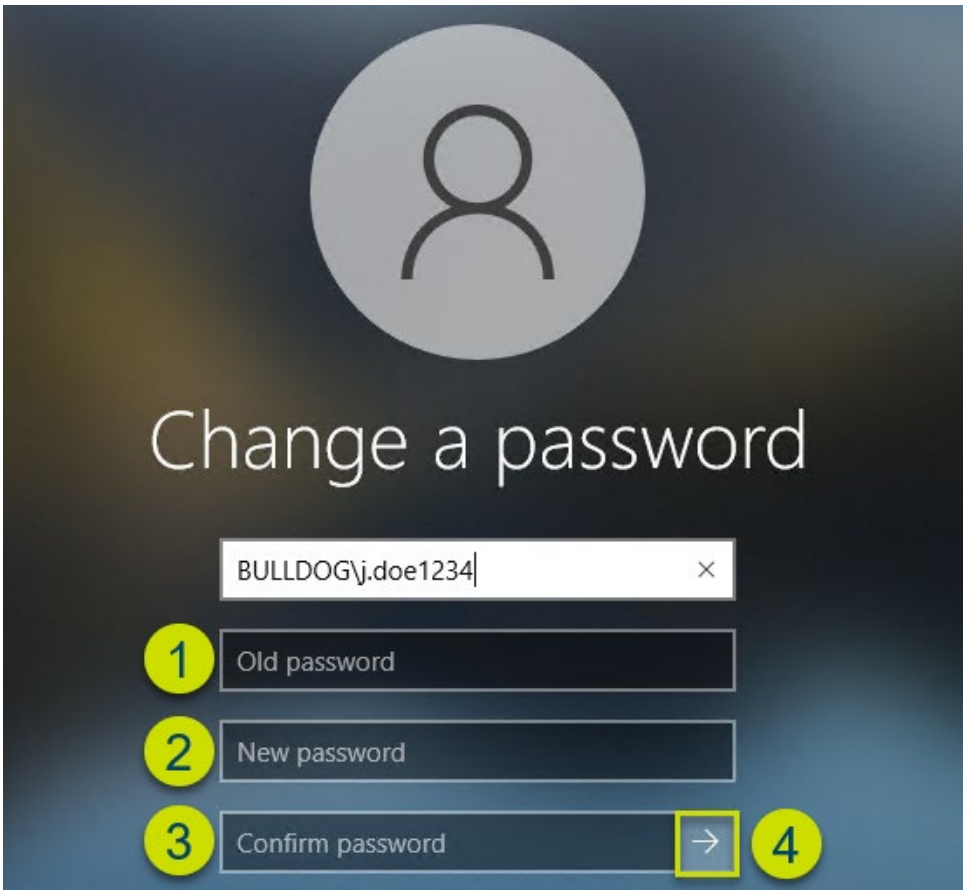
1. While logged-in on a campus machine, **press and hold** the following keys:
    a. **Ctrl + Alt + Delete** (*or* **DEL**)

2. Click **Change a password**



3. Enter your **current password** in the **Old password** field.

4. Enter your **new password** in the **New password** and **Confirm password** fields.
    a. Refer to the bottom of this article for **Password Requirements**.



Password Requirements

For Students

- Minimum length of 8 characters
- Must contain 3 of the 4 character types: uppercase letter, lowercase letter, number, or special character
- Do not re-use a password, our system remembers the last 24 passwords
- The password cannot contain any part of your name
- Passwords expire every 91 days