



Staff Password Change Steps

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All NWCCD staff have a few options through which they can change their account passwords. Before we review these options, please make sure that any password you set meets our password requirements:

- ☐ We recommend that everyone change their password more frequently than every 6 months, however, the system will automatically require a change should you reach **180 days** since your last password change.

A. Password Change Requirements:

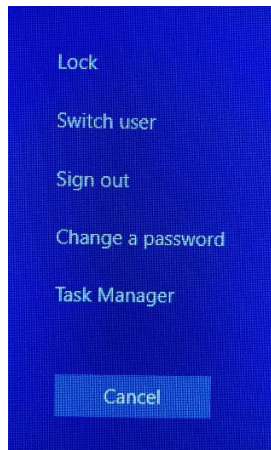
- At least 12 characters long
- Cannot contain your first name, last name or username
- Cannot match the previous 2 passwords you have used
- Must contain three out of four from the following:
 - One UPPER CASE letter
 - One lower case letter
 - One number
 - One special character such as \$, %, #, etc.

Password change best practice: For a more secure password you should use a mix of upper & lower case characters along with numbers and special characters (like \$, #, !, etc.). Using any word commonly found in a dictionary is not recommended and please stay away from using birthdates or anniversaries as number sequences in your password as well.

Northern Wyoming Community College District
Information Technology Services

B. Change your password from your college provided computer:

1. Login to your college provided computer with your user credentials
2. Please hit CTRL + ALT + DELTE keys on the keyboard simultaneously
3. Select "Change Password..." from the options presented




4. You will be prompted to enter your old password once and your new password twice.



5. Press enter and the system will confirm that your password has been changed

C. Change your password using the NWCCD Account Services Page:

1. Go to www.sheridan.edu
2. Click on the  button in the upper right corner
3. Scroll to the bottom of the NWCCD Hub page
4. Expand Update Your Password

- + Need help activating your account?
- + Need help with an Employee Account?
- + Forgot Your Password?
- + Update Your Password
- + Need further help?

5. Click on the link that says For Faculty and Staff:
<https://activation.sheridan.edu/NWCCD/ChangePassword>
6. On the NWCCD Hub Account Service page enter username, current password and select what you would like your new password to be
 - a. at least 12 characters long
 - b. must contain **3 out of 4** of the following requirements
 - i. One UPPER CASE letter
 - ii. one lower case letter
 - iii. one number
 - iv. one special character (\$,%,#,etc).
 - c. **cannot** contain your first name, last name or username.