

# **D'Youville**

# Changing Your Login Password

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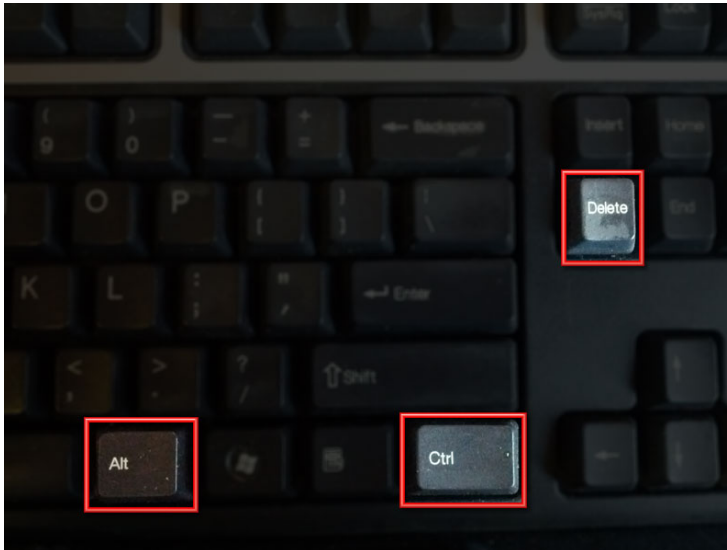
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## For Windows Users: Logged Into The Domain (Faculty & Staff)

1. Press **CTRL+ALT+DELETE**



2. Select the **Change Password** button from the options



3. The **User name**, and **Log on to** should remain the same.



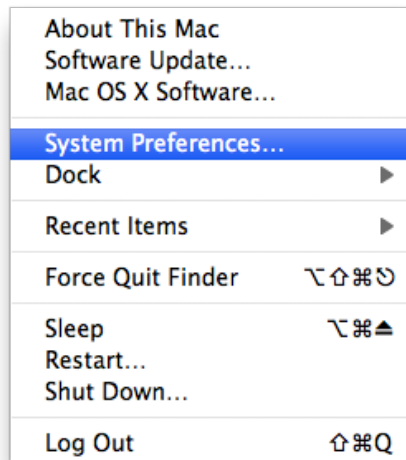
4. Passwords are case sensitive, so make sure Caps Lock is **NOT** on. For a more secure password you may wish to include upper and lower case letters, numbers, or special characters such as "! ? \*". Your new password must be at least **6** characters and cannot contain your old password.
5. Under **Old Password** type your current password you use to log onto your computer.
6. For **New Password** type the new password you will be changing to, and then type it again in the **Confirm New Password** box.

## For Windows Users: Not Logged Into The Domain

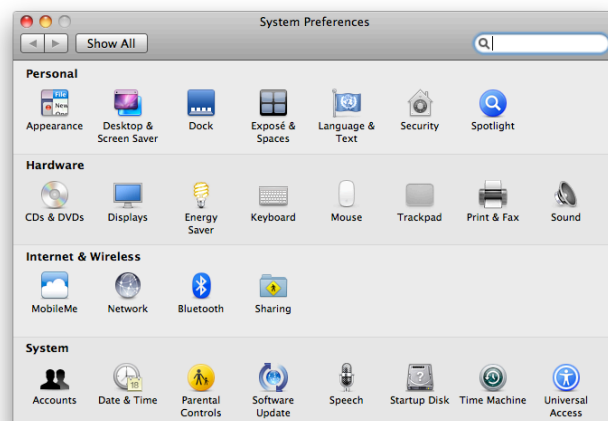
[See Webmail Instructions Below](#)

# For Mac Users: Logged Into The Domain (Faculty & Staff)

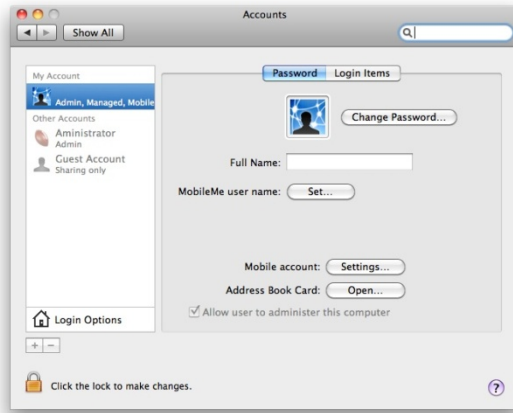
1. Click  and select **System Preferences**



2. Click on **Accounts** and make sure your usual network account is selected



3. Next click Change Password



4. Under **Old Password** type your current password you use to log onto your computer.

A screenshot of the 'Change Password' dialog box. It contains four text input fields: 'Old password:', 'New password:', 'Verify:', and 'Password hint: (Recommended)'. The 'New password:' field has a key icon to its right. At the bottom, there are two buttons: 'Cancel' and 'Change Password'.

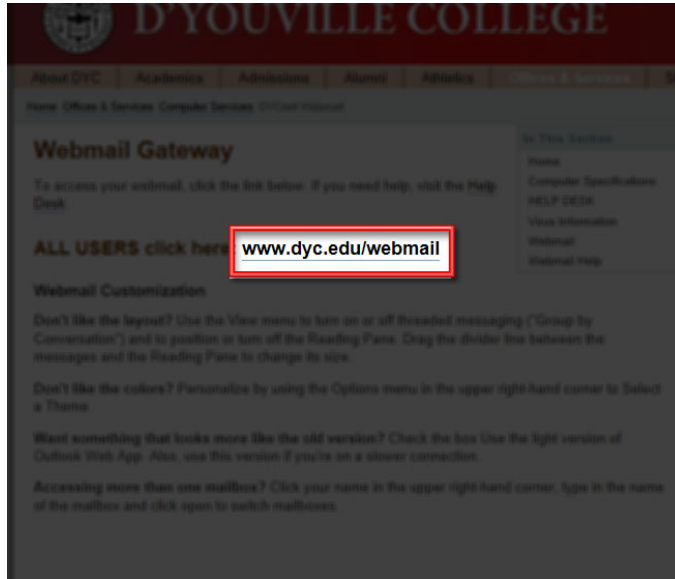
5. For **New Password** type the new password you will be changing to, and then type it again in the **Verify** box.
6. You may type a **Password Hint** if you'd like but it is not necessary.
7. Click **Change Password** and your new password will be used next time you log in.

## [For Mac Users: Not Logged Into The Domain or 10.3 and below](#)

[See Webmail Instructions Below](#)

## For Webmail Users: (Off Campus Users)

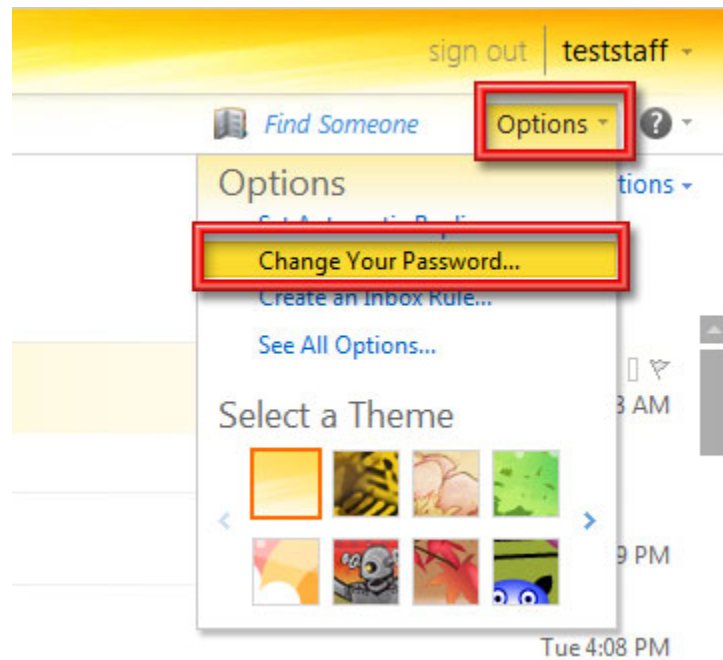
1. Open your browser
2. Go to the DYC webmail located here  
([http://www.dyc.edu/offices/computer\\_services/DYCnet\\_webmail.asp](http://www.dyc.edu/offices/computer_services/DYCnet_webmail.asp))
3. Click **Access My Webmail**



4. Enter your network User name and your password to access your mail

A screenshot of the Microsoft Outlook Web App login page. The page has a white background with a yellow gradient at the bottom. The Microsoft logo is in the top left corner, followed by 'Outlook Web App'. Below this is a 'Security' section with a link to 'show explanation'. There are two radio buttons: 'This is a public or shared computer' (selected) and 'This is a private computer'. There is also a checkbox for 'Use the light version of Outlook Web App'. Below these are two input fields: 'User name:' and 'Password:'. To the right of the 'Password:' field is a yellow 'Sign in' button. At the bottom of the page, it says 'Connected to Microsoft Exchange' and '© 2010 Microsoft Corporation. All rights reserved.'

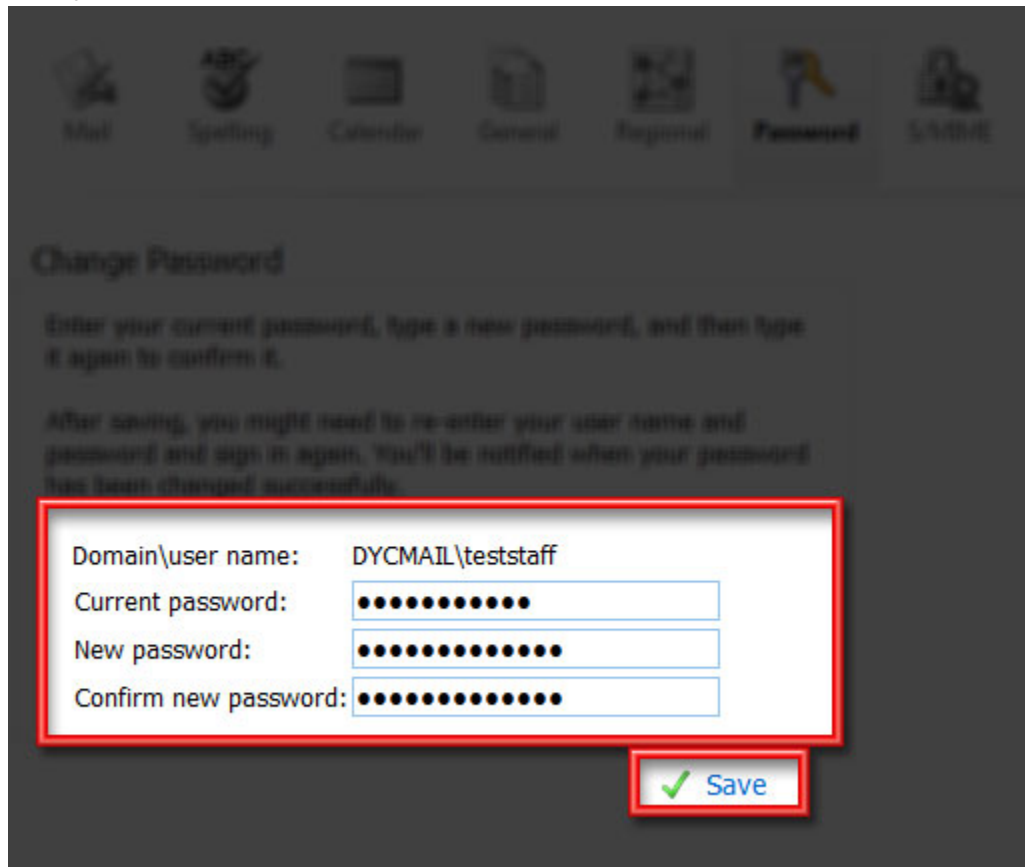
5. On the right hand side, click on **Options**, then choose **Change Your Password...**



6. In the **Current Password** box, enter your current password you use to login to your email. In the **New Password** box type what you would like your new password to be, then type it again below in the **Confirm New Password** box.



After you are done, click the **Save** button.



The screenshot shows a web interface with a dark background. At the top, there is a navigation bar with icons for Mail, Spelling, Calendar, General, Regional, Password, and Support. Below this is a section titled "Change Password". The instructions read: "Enter your current password, type a new password, and then type it again to confirm it." and "After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully." A white form box with a red border contains the following fields: "Domain\user name:" with the value "DYCMAIL\teststaff"; "Current password:" with a masked input field of 10 dots; "New password:" with a masked input field of 10 dots; and "Confirm new password:" with a masked input field of 10 dots. Below the form is a "Save" button with a green checkmark icon.

This will change your password for Webmail, STACI/CASI, and logging in to the computers on campus.