D’Youville

Changing Your Login Password
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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.

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.

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**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)
3. Click Access My Webmail
4. Enter your network User name and your password to access your mail
5. On the right hand side, click on **Options**, then choose **Change Your Password...**

![Diagram showing options and change password options]

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.

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