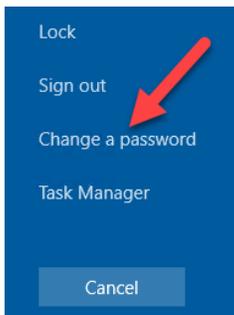# How to Change Your YCCC Password

YCCC Passwords must meet the following requirements:

- Your password cannot contain your username or parts of your full name that exceed two consecutive characters.
- Must be at least 8 characters in length.
- Must contain a minimum of 1 uppercase letter.
- Must contain a minimum of 1 lowercase letter.
- Must contain a minimum of 1 number (0 through 9).
- Must contain a minimum of 1 non-alphabetic character (for example, !, $, #, %).
- You cannot use the same password twice. The server will remember up to 6 passwords from your history

Change your password using a campus computer

1. Log into any campus computer using your **YCCC username and password**.
2. Once logged in as you, press **ctrl + alt + delete** on your keyboard.
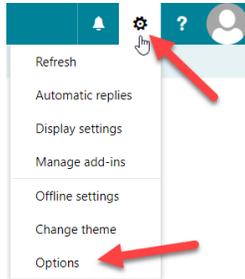3. On the screen that pops up, click on **Change a Password**.

4. Make sure the top box has your username listed (either **sFirstLast** or **YCCC\sFirstLast**).
5. Enter your old password in the **Old password** field, and your new password in both the **New password** field and the **Confirm passwo**rd field. Click the **arrow** at the end of the Confirm password field to finish.

Change your YCCC password using your college email website (OWA)

1. Log into your college email using your username and password at this URL:
   https://mail.yccc.edu/owa
2. Once you are signed in, click on the gear icon in the top right courner, and click on options.

   Refresh
   Automatic replies
   Display settings
   Manage add-ins
   Offline settings
   Change theme
   Options

3. On the options page, expand the **general** group on the left navigation, and click on **my account**.
4. On the **My account** page, scroll down to where there is a link to change your password. Its right above your mailbox usage bar. Click the change your password link.

   Change your password
   Mailbox usage
   1.05 GB used. At 2.00 GB you won't be able to send email.

5. Enter your **current password**, a **new password**, and **confirm** your new password in the correct fields. Click **save** at the top to finish.

   ✓ Save   ✗ Discard

   ## Change password

   Enter your current password, type a new password, and then type it again to confirm it.

   After saving, you might need to re-enter your username and password and sign in again.
   You'll be notified when your password has been changed successfully.

   Email address: ybhall@yccc.edu
   Current password:
   New password:
   Confirm new password: