

Mars Hill College Network/E-mail Login ID

Change Password

Login to computer using your current username and password

To change your password; Use the 3 key combination of Ctrl+Alt+Delete

This will bring up the Windows Security dialog Box

Select Change Password

The dialog box will open with your User name and Domain information.

Enter the below information:

Old Password enter old password

New Password (see note)

Confirm New password reenter your new password

***Note: Your new password:**

- Must be at least 8 characters in length and include at least three of these categories: lower case letters, upper case letters, numbers, and special characters. Please note that the letters in your password are case-sensitive.
- Cannot repeat any of your previous 10 passwords
- Cannot contain your account or full name
- Your password is valid for a maximum of 90 days
- You must wait a minimum of 7 days to change your password again

Select OK to complete the process.

If You Don't Remember Your Password:

Contact the Helpdesk @ ext 1444

