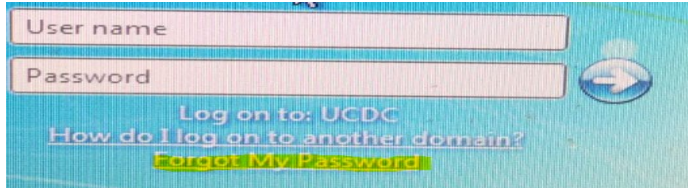


CHANGING YOUR UCDC ACCOUNT PASSWORD FROM THE 3RD FL. COMPUTER LAB

If you forgot to change your “**UCDC account password**” prior to arriving at the center please follow these instructions from the 3rd floor computer lab.

STEP 1: Press **Alt+ Ctrl +Del** and click “**Forgot my Password**”



STEP 2: Enter your username and CAPTCHA

Enter Your User Name

Enter your user name (for example, domain\username or username@domain):

USER NAME : First Name Initial + our Last Name

Enter the characters you see on the picture.

(Example: Joe California: jcalifornia@ucdc.edu).

RJCJR [Get new image](#)

STEP 3: Click on **Change Your UCDC Temporary Password**. Enter your username & temporary password that was emailed to you by itsupport@ucdc.edu. If you did not receive the e-mail, contact itsupport@ucdc.edu or visit the IT Unit on the third floor.

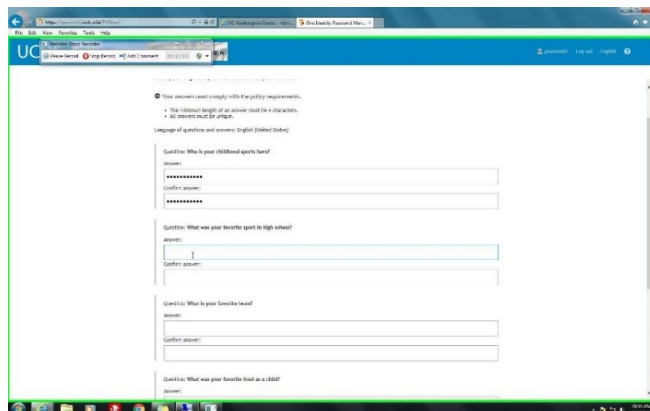


Change Your UCDC Temporary Password

[Click Here](#) to securely change the temporary password that was sent to you by UCDC IT.

Passwords must contain a minimum of 8 characters and include, at least, one character from each category: uppercase letters (A-Z), lowercase letters (a-z), base 10 digits (0-9), non-alphanumeric (!, @, #, \$, %, ^, &, *, (,), -, +, <, > or ?).

STEP 4: Please complete the Questions and Answer Profile – This will allow you to unlock your account and reset your password in case you forget your password.



How do I ask for IT help?

Send an e-mail to itsupport@ucdc.edu or visit the IT Unit on the third floor.