

# CHANGING YOUR UCDC ACCOUNT PASSWORD

**THIS INFORMATION ONLY APPLYS TO USERS OUTSIDE OF THE UCDC CENTER**

**STEP 1:** Go to <https://password.ucdc.edu> and enter your username and the CAPTCHA

Enter Your User Name

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

jcalifornia@ucdc.edu

**USER NAME** : Initial of your First Name +  
Entire Last Name

Enter the characters you see on the picture.

(Example: Joe California: [jcalifornia@ucdc.edu](mailto:jcalifornia@ucdc.edu))

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**STEP 2:** Click on **Change Your UCDC Temporary Password**. (You will receive an e-mail with your username & Temporary password from UCDC IT Services)



**Change Your UCDC Temporary Passwords**

Click Here to securely change the temporary password that was sent to you by UCDC IT.

**STEP3:** Please complete the Questions and Answer Profile – This will allow you to unlock your account and reset your forgotten password.

The screenshot shows a web browser window with the UCDC logo in the top left. The page content includes a heading "UCDC Password Service" and a list of requirements: "Your account must comply with the policy requirements." and "The minimum length of an answer must be 4 characters." Below this, it says "Number of questions and answers (English United States)". There are three question-and-answer pairs, each with an "Answer:" field and a "Confirm answer:" field. The questions are: "Question: Who is your childhood sports hero?", "Question: What was your favorite sport in high school?", and "Question: What was your favorite food as a child?".

*If you forgot to change your "UCDC account password" prior to arriving at UCDC, please visit the 3rd computer lab for instructions on how to change it.*