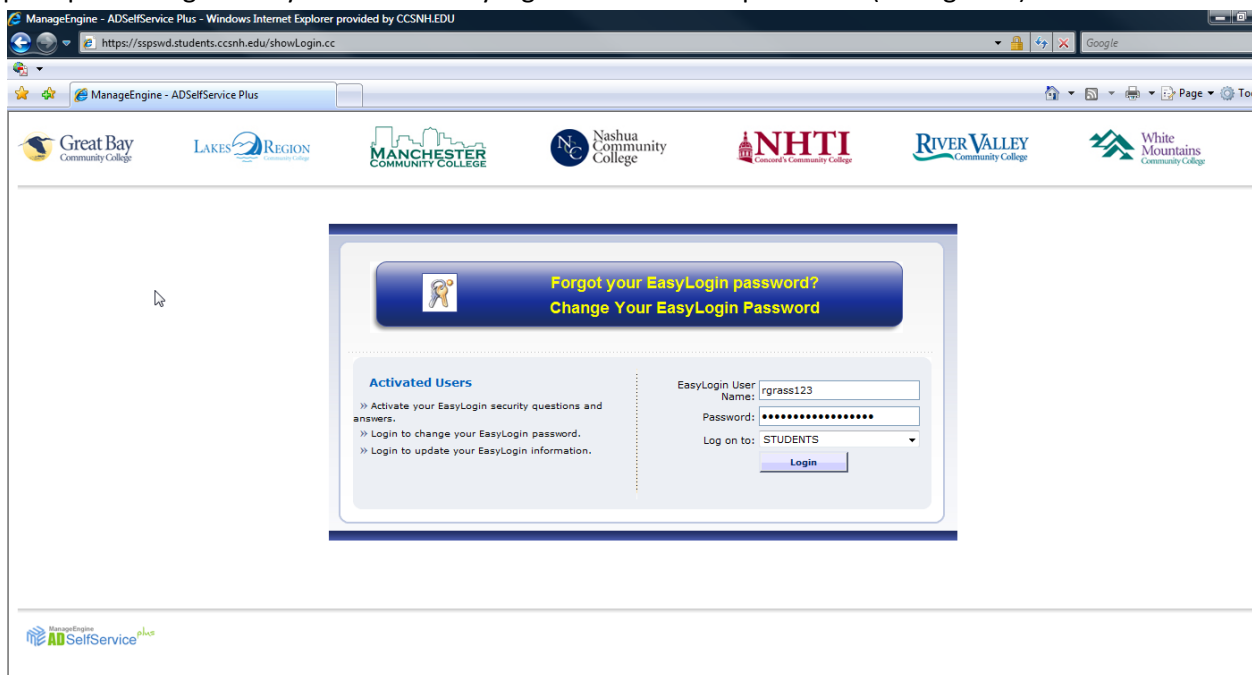


Changing your EasyLogin account password.

- *You must **ACTIVATE** your account before you can use the “change password” feature. If you have not activated your account please see this “Activating your EasyLogin account”.*

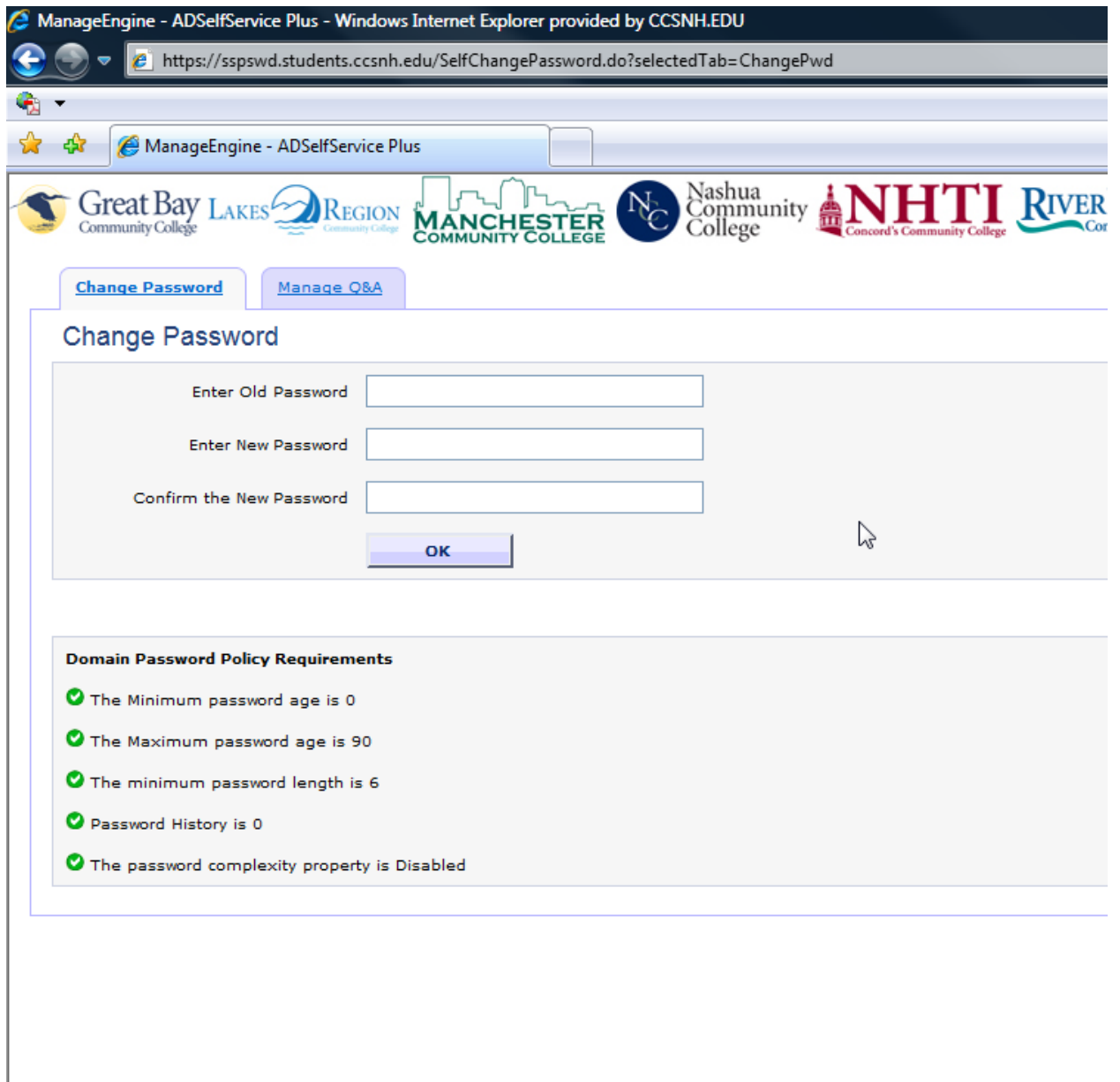
1.) To change your EasyLogin password, go to <https://spswd.students.ccsnh.edu> . You will be prompted to login with your current EasyLogin username and password. (see figure 1)



The screenshot shows a web browser window with the address bar displaying <https://spswd.students.ccsnh.edu/showLogin.cc>. The page features a navigation bar with logos for Great Bay Community College, LAKES REGION, MANCHESTER COMMUNITY COLLEGE, Nashua Community College, NHTI Concord's Community College, RIVER VALLEY Community College, and White Mountains Community College. The main content area contains a central box with a blue header that reads "Forgot your EasyLogin password? Change Your EasyLogin Password". Below this header, there is a section titled "Activated Users" with three bullet points: "Activate your EasyLogin security questions and answers.", "Login to change your EasyLogin password.", and "Login to update your EasyLogin information.". To the right of this section is a login form with fields for "EasyLogin User Name:" (containing "rgrass123"), "Password:" (masked with dots), and "Log on to:" (a dropdown menu set to "STUDENTS"). A "Login" button is positioned below the form. The footer of the page includes the "ManageEngine AD SelfService Plus" logo.

(Figure 1)

2.) You will then be directed to the “Change password” area of your EasyLogin account. (see figure 2)



(figure 2)

- 3.) Enter your current password. Then enter a new password and enter the new password again in the confirmation box.
Passwords must be a minimum of 6 characters long.
- 4.) Click the “Ok” button. You will receive a message letting you know you have successfully changed your password. (see figure 3)



Successfully Changed [\[Close\]](#)

- 5.) Once you have changed your password, you can use the new password to log into your accounts. Please be sure to sign out by clicking the “sign out” link in the upper left hand side of screen.