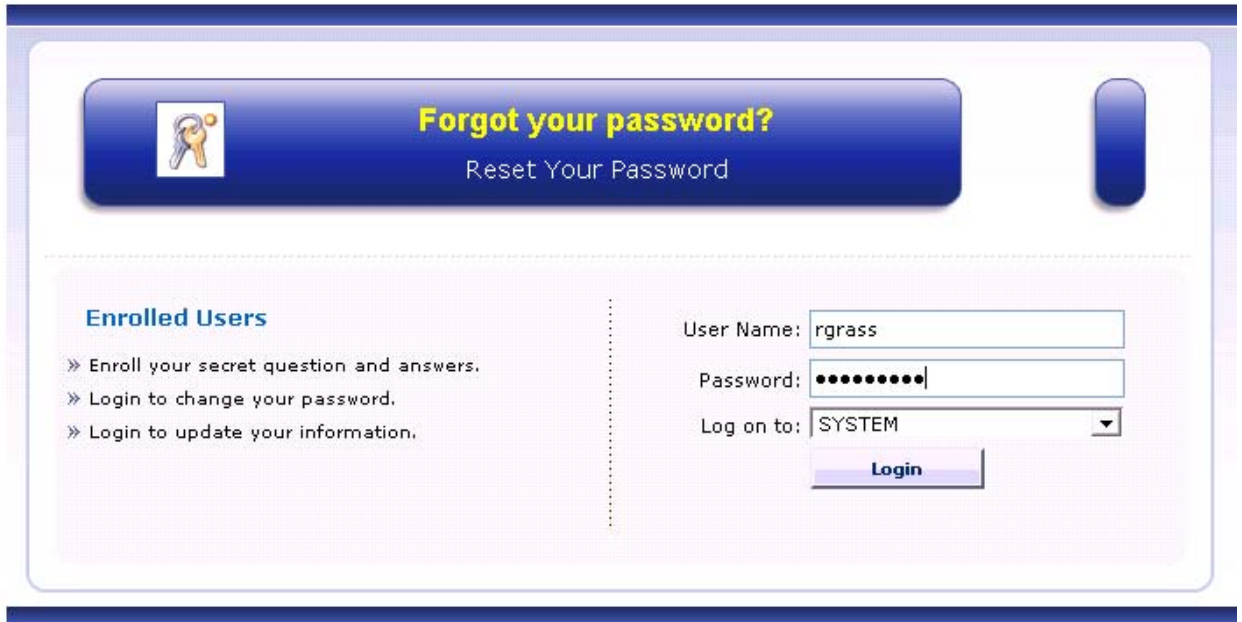


Changing your EasyLogin account password.

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

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



Forgot your password?
Reset Your Password

Enrolled Users

- » Enroll your secret question and answers.
- » Login to change your password.
- » Login to update your information.

User Name:

Password:

Log on to:

Login

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

ManageEngine
AD SelfService plus

Welcome, rgrass
[Sign Out](#) | [Personalize](#)

[Change Password](#) [Reset Q&A](#)

Change Password

Enter Old Password

Enter New Password

Confirm the Password

Domain Password Policy Requirements

- ✓ The Minimum password age is 0
- ✓ The Maximum password age is 120
- ✓ The minimum password length is 6
- ✓ Password History is 3
- ✓ The password complexity property is Enabled

(figure 2)

- 3.) Enter your current password. Then enter a new password and enter the new password again in the confirmation box. Once you are finished, click the “OK” button. You will notice a list of “Domain Password Policy Requirements”. These are the rules for creating your new password. See below for the definitions.
- **Minimum password age is 0:** This means you can change your password as many times as you like, there is no wait period between changes.
 - **Maximum password age 120:** This is the number of days before your new password expires. 120 days from the day you create it.
 - **Minimum password length 6:** Your password must be 6 or more characters long.
 - **Password history 3:** You cannot use any of your previous 3 passwords for your new password.

- **Password complexity is enabled:** This means your passwords must contain a combination of uppercase and lowercase letters as well as a number, special character or underscore. Some examples include - Cold_Day, Cold2Day, 1C0ldD@y. Remember that the more complex your password is, the harder it is for someone to guess it.

4) You will receive a message letting you know you have successfully changed your password. (see figure) Once you receive the success message, click the "Close" link. Be sure to sign out of your account by clicking the "sign out" link in the upper right hand side of screen.

