MID-PLAINS COMMUNITY COLLEGE
Password Management

Change Password   Reset\Forgot Password

Password Policy

1.   Password must contain a minimum of 8 characters.
2.   The password must contain characters from 3 of the following 4 categories:
   - English uppercase characters (A through Z)
   - English lowercase characters (a through z)
   - Base 10 digits (0 through 9)
   - Non-alphabetic characters (for example, !, $, #, %)
3.   Password may not contain the user's account name or parts of the user's full name that exceed two consecutive characters.
4.   Password cannot be the (exact) same as any of the last 5 passwords used.

Password must be changed every 120 days for **students** and **90 days** for **faculty and staff**. This time starts from the date changed or reset. The password will expire after that date.

Change Password

Update MPCC Laptop\Computer Password   From My Apps page

Update MPCC Laptop\Computer Password (Employees Only)

HINT Users should be on campus when updating the password. If a user changes the password off campus, it will not update in the active directory which will cause syncing issues for the password. Users may have to use an old password to log on device.

1.   Use the **Ctrl + Alt + Delete** key combo to bring up the computer's menu.
2.   Click on **Change Password**.
3.   Type the *current password* in the **Old Password** field.
4.   Type the *new password* in the next two lines.
5.   Click the arrow next to **Confirm Password** field.

Information Technology Services Helpdesk
Phone: 308-535-3712 or
1-800-658-4308 Ext. 3712
Website: www.midplainscommunity.sysaidit.com
Email: techhelpdesk@mpcc.edu

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Updated by: Tamela Laurie
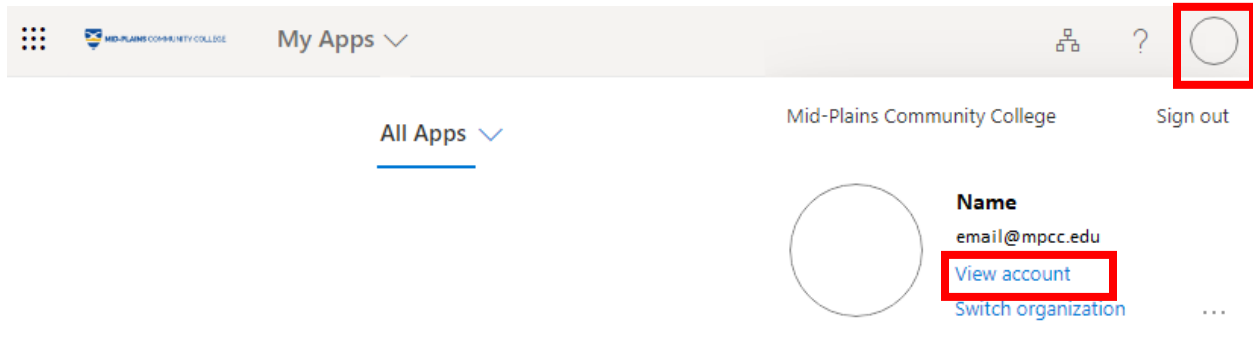**Updated on: 9/2023**
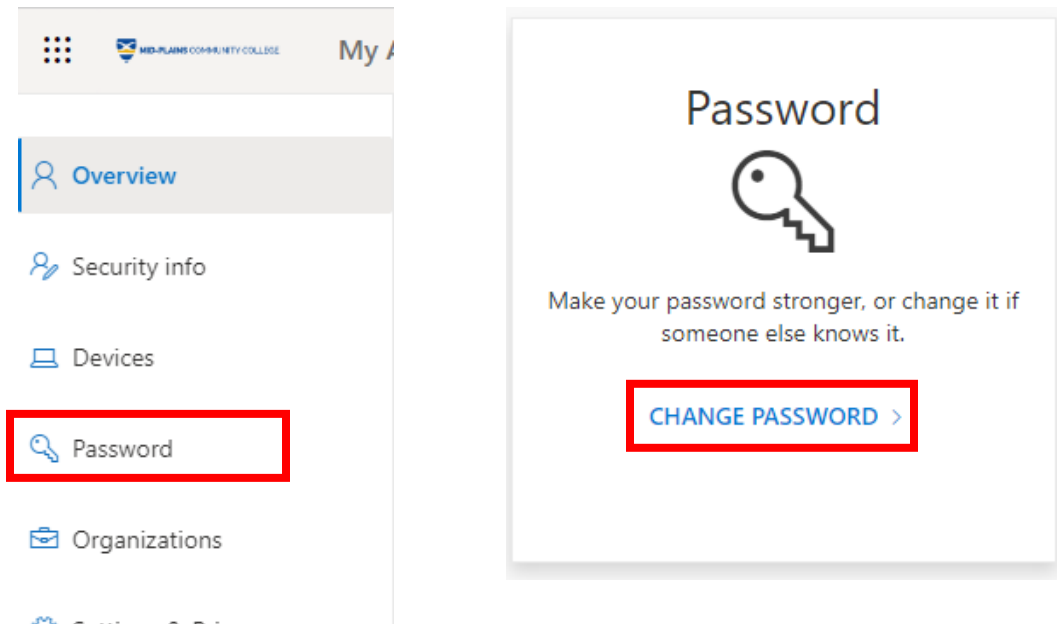
MID-PLAINS COMMUNITY COLLEGE
Password Management

From My Apps page

1. Once logged on, click on the circle with initials in the top right corner.
2. Click on **View Account**.

3. Click on **Password** under Overview or click **Change Password** in the Password box.

4. Enter the *current password* in the **Old Password** field.
5. Enter a *new password* that meets the requirements in the **New Password** and **Confirm Password** field.

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Updated by: Tamela Laurie
Updated on: 9/2023

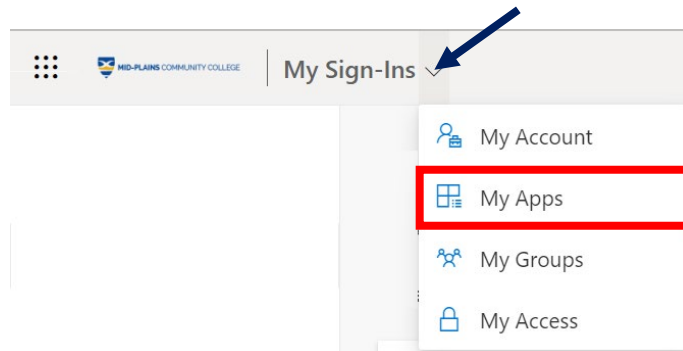6.   Click **Submit** button.

Change password

User ID

Old password

Create new password

Confirm new password

Submit   Cancel

7.   To return to the My Apps page, click on carat and choose **My Apps**.

My Sign-Ins

- My Account
- My Apps
- My Groups
- My Access

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Email: techhelpdesk@mpcc.edu   **Updated on: 9/2023**

![Mid-Plains Community College logo] **MID-PLAINS COMMUNITY COLLEGE**
Password Management

Reset\Forgot Password

[From Sign In dialog box](#)   [From Password dialog box](#)

From Sign in dialog box

1.   Click **Can't access your account** link in the sign-in dialog box.

2.   Click on **Work or school account**.

3.   Enter the *MPCC email address* in the **Email or Username** field.
4.   Enter *characters* in the picture in the field.
5.   Click **Next** button.

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Email: techhelpdesk@mpcc.edu   **Updated on: 9/2023**

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username:

Example: user@contoso.onmicrosoft.com or user@contoso.com

Enter the characters in the picture or the words in the audio.

Next | Cancel

6.   Click **I forgot my password** radio button then click **Next**.

Get back into your account

Why are you having trouble signing in?

● I forgot my password

    No worries, we'll help you to reset your password using the security info you registered with us.

○ I know my password, but still can't sign in

    This might happen because you tried signing in with an incorrect password too many times.

    If you choose this option, you'll keep your existing password and we'll unlock your account so you can sign in again.

Next | Cancel

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7.   Select a method to verify your account and follow the directions. You may need to do this twice. If you <u>no longer can use these methods</u>, you will need to **contact the helpdesk** to reset your password.

8.   Enter the *new password* in the **New Password** and **Confirm Password** fields.
9.   Click **Finish** button.

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MID-PLAINS COMMUNITY COLLEGE
Password Management

From Password dialog box

1. Click **Forgot my password** link in the password dialog box.

2. Enter *characters* in the picture in the field.
3. Click **Next** button.

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Email: techhelpdesk@mpcc.edu   **Updated by: Tamela Laurie**
                                                          Updated on: 9/2023

4. Click **I forgot my password** radio button then click **<u>Next</u>**.

5. Select a method to verify your account and follow the directions. You may need to do this twice. If you <u>no longer can use these methods</u>, you will need to **contact the helpdesk** to reset your password.

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Email: techhelpdesk@mpcc.edu   **Updated on: 9/2023**

6. Enter the *new password* in the **New Password** and **Confirm Password** fields.
7. Click **Finish** button.

Information is taken from Work or school account help (microsoft.com)

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