

# Change Password

## Overview

These instructions are for when you want to change your password. You must know your current password.

## Getting Started

- Go to <https://sso.mclennan.edu//reset/start/>.
- Enter your ID number and current password.
- Click the 'Change My Password' Button. Click 'Sign In'.
- Only use letters and numbers in your new password (no symbols, no special characters, and also no personal information should be included such as name/initials/date of birth).
- Once you have successfully changed your password, close the web browser (all tabs and windows) to complete the password change process.
  - On Macs - Close the browser and right click on the program's icon on your Menu Bar and click "quit" to close the program.
  - On mobile devices - Close out of the web browser by showing running applications and then swipe away/close the browser app. If you are unsure on how to close running applications on your device, you may also restart your smartphone to complete the process.
  - On Chromebooks- Close your browser (all tabs and windows).
- Once your password has been changed, retry accessing your account.
- Update your credentials on any services you may be signed in to with your previous password to help prevent your account from locking due to invalid sign-in attempts (e.g email on a smartphone, wireless, workstations on campus).

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