How do I change the password for my NetID account?

Your NetID password is used to authenticate to the following systems:

- Campus Portal
- Campus Desktop/Laptop Devices
- Outlook Client
- Outlook Web Access
- Lync Instant Messenger
- Office 365 Online
- Orgsync
- CanIt Anti-spam
- Campus WiFi
- Exchange E-mail on Personal Mobile Devices

Be advised: You will need to log out of all applications and devices connecting to your account before changing your password. If you have any program or device that stores your password, you will need to update that password before trying to log in again.

After the new password policy has been enabled, Faculty/Staff will not be able to login to the above services until you change and update your password using the follow criteria.

Passwords must contain at least <u>8</u> characters from three of the following four categories:

- Uppercase characters (A through Z)
- Lowercase characters (a through z)
- Numbers (0 through 9)
- Nonalphanumeric characters: ~!@#$%^&*_-+=`|\(){}[]:;"'<>,.?/

To change your password while already logged in to an MUW campus desktop, follow these instructions:

1. Save any opened files and close all applications
2. From your computer, hold the Ctrl-Alt-Delete buttons
3. Choose the option to Change Your Password
4. Enter your old password to authenticate, then enter and verify your new password

To change your password on a rebooted MUW campus desktop, follow these instructions:

1. Press Ctrl-Alt-Delete to log on
2. Notice that password must be changed will follow, click Ok
3. Enter and verify your new password
4. Upon success, your new password has been changed, click Ok

To change your password on a locked MUW campus desktop (Windows 7), follow these instructions:

1. Hold the Ctrl-Alt-Delete buttons to unlock computer
2. Login with existing password
3. Notice to change password will follow with instructions, click Ok
4. Click "Switch User" (Do not type password to login on this screen)
5. Press Ctrl-Alt-Delete to log on
6. Select your username account (Do not select other user)
7. Login again with existing password
8. Notice that password must be changed will follow, click Ok
9. Enter and verify your new password
10. Upon success, your new password has been changed, click Ok

To change your password on a locked MUW campus desktop (Windows 10), follow these instructions:

1. Hold the Ctrl-Alt-Delete buttons to unlock computer
2. Login with existing password
3. Notice to change password will follow with instructions, click Ok
4. Enter and verify your new password
5. Upon success, your new password has been changed, click Ok
6. Select your username account in lower left-hand corner of screen, click Sign In

To change your password off-campus, follow these instructions:

1. Go to the NetID Password Change Site.
2. Type in your NetID and password.
3. If you haven't enrolled your security questions used for resetting forgotten passwords, you will be required to do so before changing your password. After enrollment, click "Change Password" tab.
4. You will be prompted to change your old NetID password and to verify the new password.

Note: Please remember personal mobile devices such as smartphones and tablets that are setup for MUW WiFi connectivity and/or Exchange e-mail will need to be re-authenticated using your new password. Also, some desktop applications may require re-authentication such as Outlook client and/or Lync/Skype Instant Messenger.

If you have forgotten your NetID password and you do not remember your security questions or you are experiencing other issues, please call ITS @ 662-329-7282 between 8:00 AM - 5:00 PM (M-F) for assistance.