W.L.C. 'How To'

Change Your Network and Email Password

- WLC network and email are linked together; when you change one password the other will automatically be changed.

1. Log on to any campus computer. Once logged in, you can following these steps to change your network/ email password. If you do not remember your password you must request for it to be reset.

2. Once logged in simultaneously hold down control, alt, delete.

3. Select *Change a password...*

4. Select your login information.

5. Enter your old password, your new password, and confirm your new password.

6. Click the arrow and your password for both your network (WLC computer) login and your email adress will be updated.

Password Requirements:

- Password must be at least 8 characters long.
- Password must contain at least 1 upper case character.
- Password must contain at least 1 lower case character.
- Password must contain at least 1 numeric character.
- Password must contain at least 1 symbolic character. (e.g. !@#$%^&*)
- Password must not be any of your last 3 passwords.
- Password must not contain any part of your username.