



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

Quick guide for changing your password

Windows and Jenzabar CX

New password requirements – 2020:

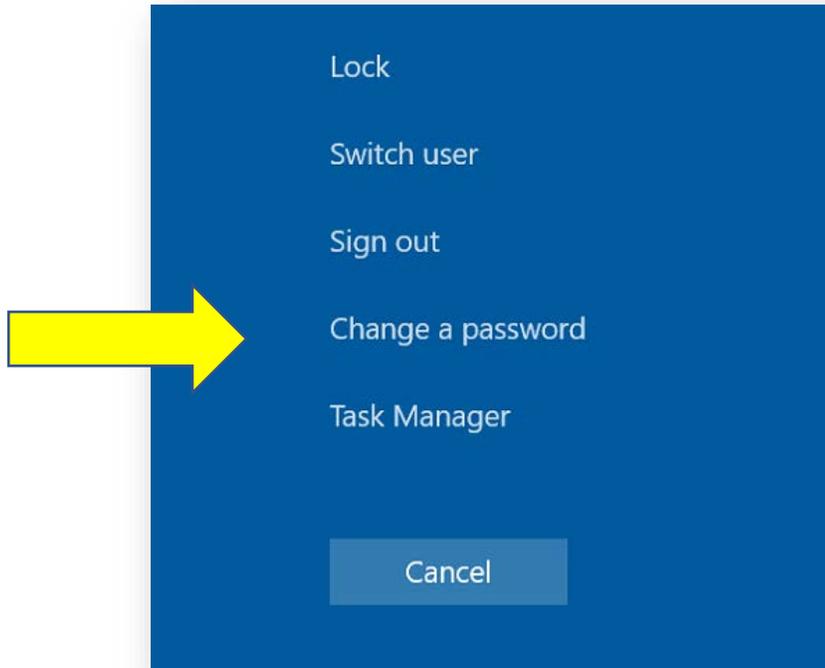
- 25-character minimum passphrase length
 - [Here](#) is a website that generates random easy-to-remember passphrases, if you need some inspiration. You can add capital letters, numbers, and symbols to make the passphrase even more secure.
- Complexity is NOT required (a mix of symbols, numbers, uppercase/lowercase letters), but is encouraged.
- From this point forward, your passphrase will never expire (no more changing every 6 months!)

Initial Steps

1. Before changing your password, please sign out on any devices you've added NPC accounts on (smartphones, tablets, personal laptop), otherwise your device will continuously try to log you in with your old password, and cause your account to be locked out.
2. Place your laptop on the docking station in your office--a wired connection to the network is preferred during this process. If you can't get into your office, being on the NPC wireless network is your next-best option.
3. If you aren't able to go to your office or an NPC campus or center, please contact the Support Center for assistance with changing your password.

Changing NPC Password on Windows 10

1. While logged into your NPC computer, press the **Ctrl + Alt + Del** keys on your keyboard.
2. Then click **Change a Password**.



- Put in your current password, and then put in your new password two times, then click the arrow.

Change a password

NPC\jhutton

Old password

New password

Confirm password →

Cancel

Change a password

npc\jhutton

.....

.....

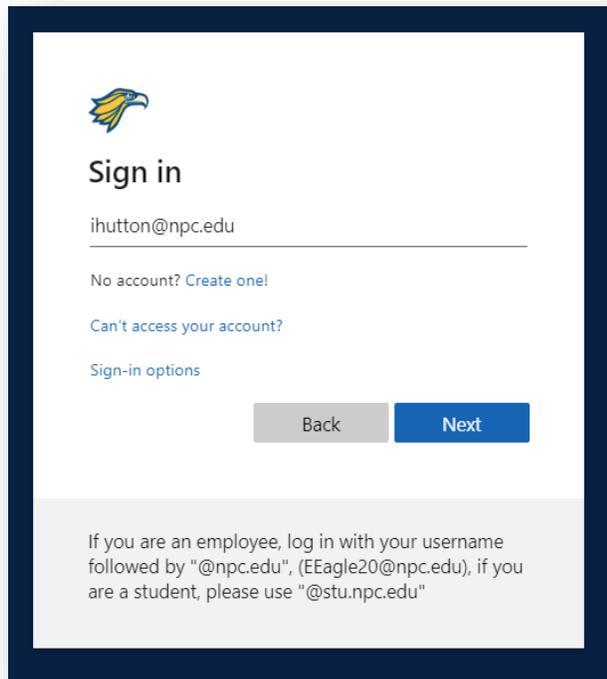
..... →

Cancel

- You should see a screen saying "Your password has been changed".
- Please restart your machine and try logging in with the new password.
- Then go ahead and re-join the NPC wireless network on your devices.

Changing NPC Password through Office 365 (For Mac users, Remote Workers, and employees without an NPC computer)

1. Navigate to <https://www.office.com> and click **Sign in**.
 - a. You can also go to this link to be brought directly to the NPC Office 365 log in page: <https://login.microsoftonline.com/?whr=npc.edu>
2. Sign in with your NPC username followed by **@npc.edu**, and then click **Next**.




Sign in

ihutton@npc.edu

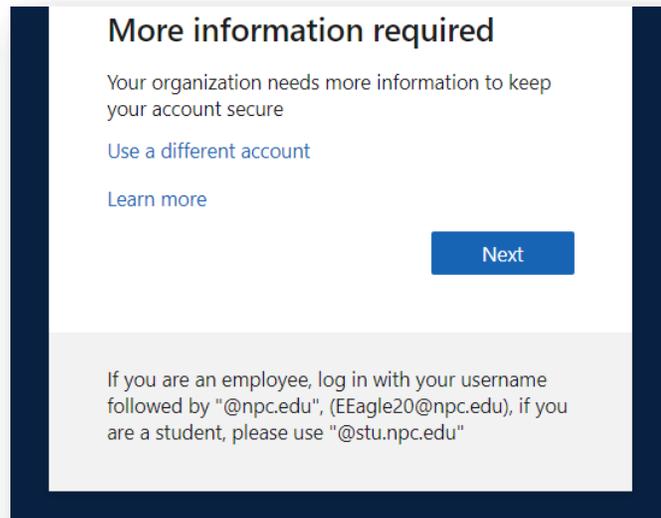
No account? [Create one!](#)

[Can't access your account?](#)

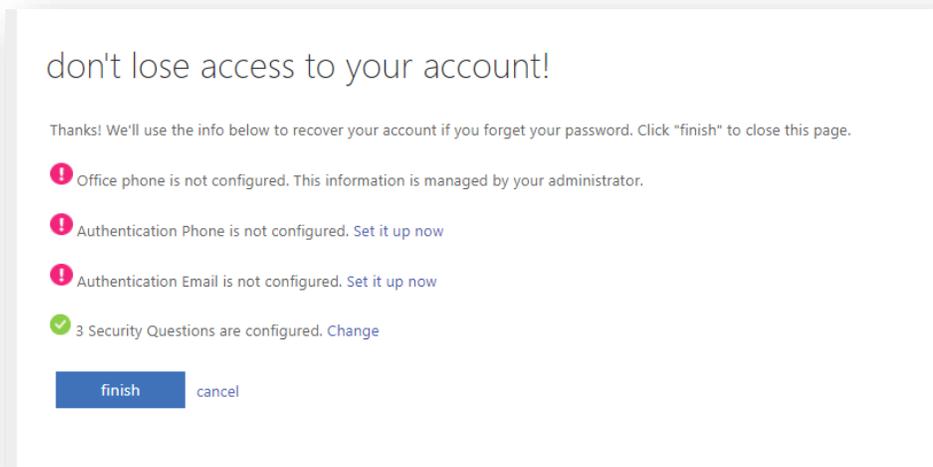
[Sign-in options](#)

If you are an employee, log in with your username followed by "@npc.edu", (EEagle20@npc.edu), if you are a student, please use "@stu.npc.edu"

3. Enter your NPC password, and then click **Sign In**.
4. This screen may pop up:

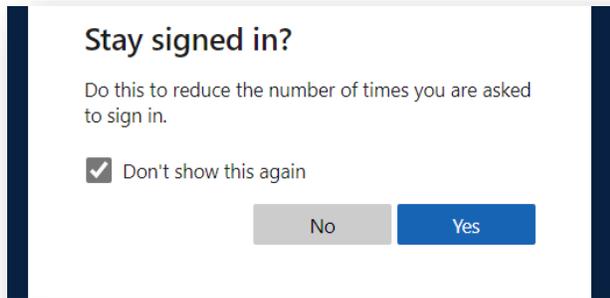


- a. Clicking **Next** here will forward you to a page on setting up ways to not lose access to your account. You can put in a personal phone number, personal email address, or answer some security questions.

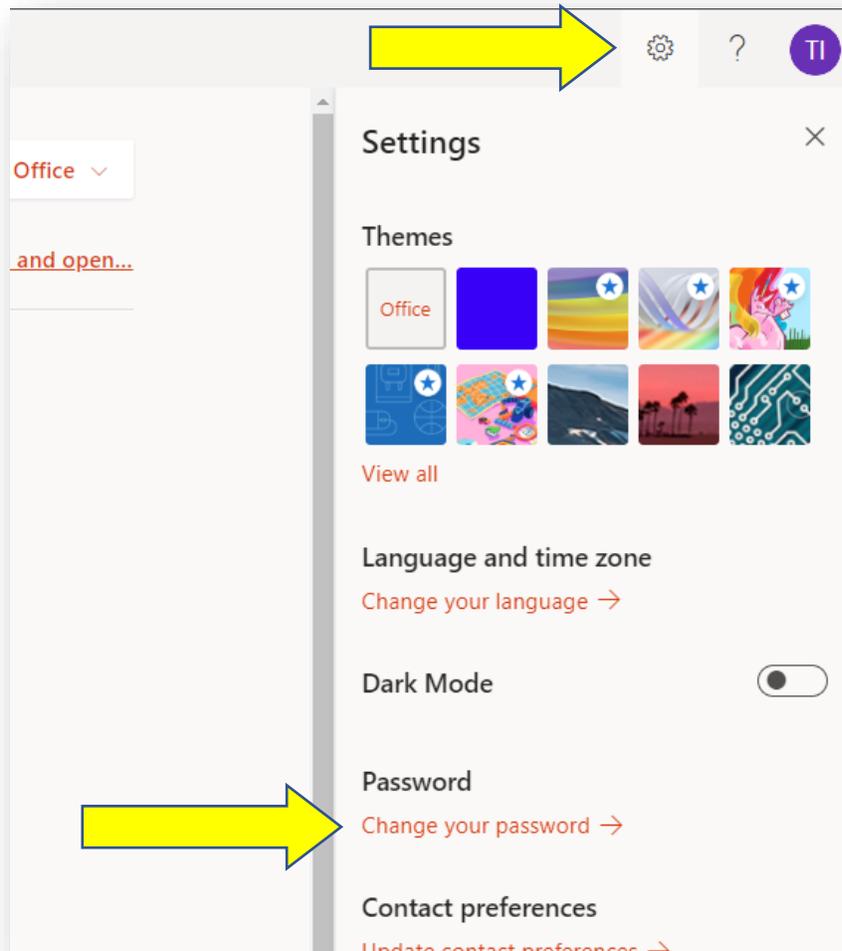


- b. This is a step in setting up Multi-Factor Authentication (MFA) on your account. ***Implementation of MFA is a future project, so please complete this step.***

5. A screen will pop up saying **Stay signed in?**, if you check the box and click **Yes**, it will ask you to sign in less often. If you click **No**, you will need to sign in the next time you go to this page.



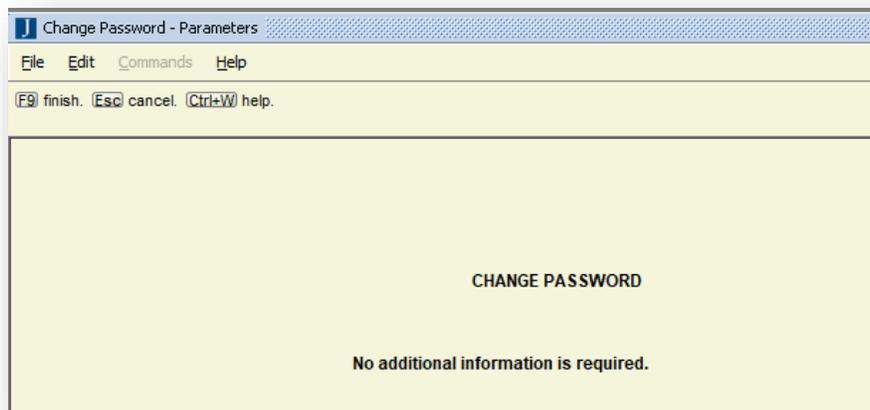
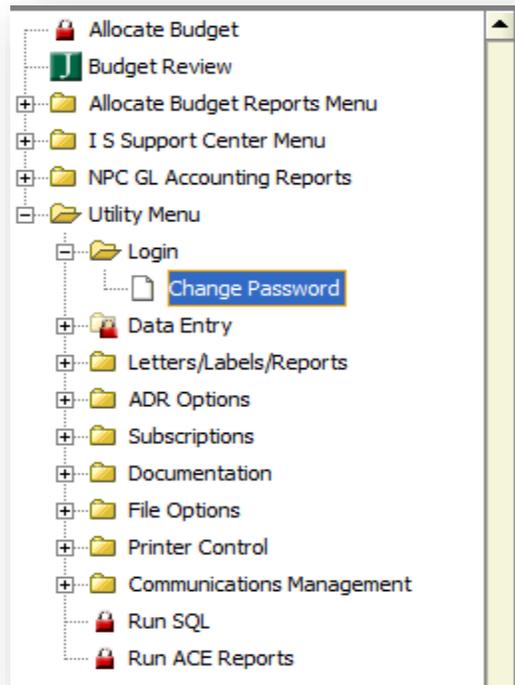
6. You will be brought to the Office 365 start screen.
7. In the upper-righthand corner, click on the gear, and then **Change your password**.



8. On the next screen, enter your old password followed by your new password two times, and then click **Submit**.
9. Please go to <https://mynpc.npc.edu> or <https://owa.npc.edu> and verify that your password has changed.

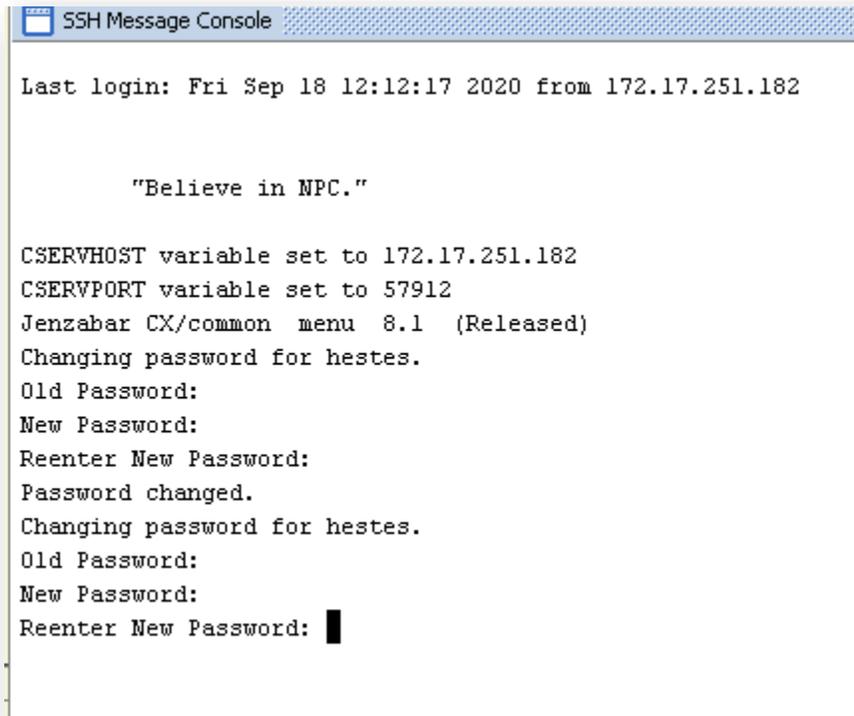
Jenzabar CX (NOTE : This will only effect people with CX access.

1. Log into CX with your current username/password.
2. Navigate to the **Utility Menu**.
 - a. **Login**
 - b. **Change Password**



3. Hit **F9**, and a new window will display.
 - c. It will prompt for your "old" password, press **Enter**.
 - d. It will prompt for your new password, type it in, press **Enter**.

- e. It will prompt again for the new password, type and press **Enter**.



```
SSH Message Console

Last login: Fri Sep 18 12:12:17 2020 from 172.17.251.182

      "Believe in NPC."

CSERVHOST variable set to 172.17.251.182
CSERVPORT variable set to 57912
Jenzabar CX/common menu 8.1 (Released)
Changing password for hestes.
Old Password:
New Password:
Reenter New Password:
Password changed.
Changing password for hestes.
Old Password:
New Password:
Reenter New Password: █
```

4. NOTE: Because the keystrokes do not display on the screen, it will appear as if you are not typing, just ensure you press **Enter** after each entry.
5. Verify it states Password Changed.



```
Reenter New Password:
Password changed.
█
```

6. Log off and back on to test your new password.

Please submit a Support Request at <https://helpdesk.npc.edu/User>, call the Support Center @ 928-524-7447 or email @ Support.Center@npc.edu if you run into any problems or need any further assistance.

Thank you,

NPC TAS Department