Quick guide for changing your password
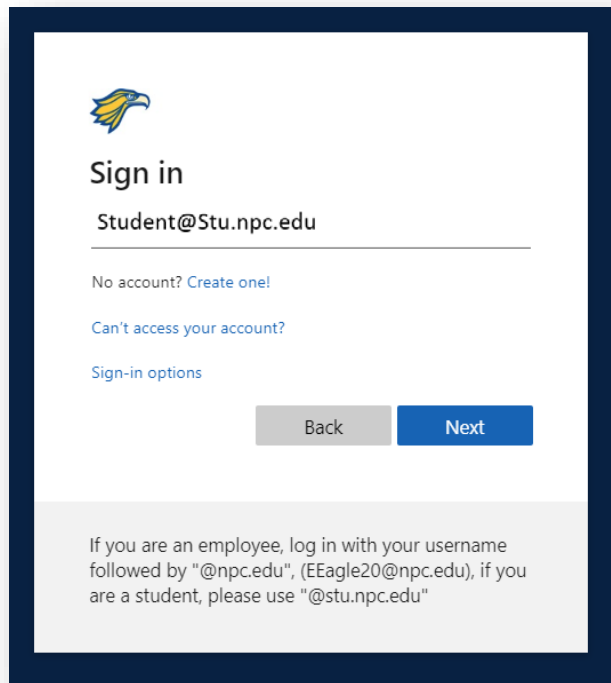
New password requirements – 2020:

- 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!)

NOTE: Students can change their password without the need to visit a campus or center by accessing your NPC account information at https://www.office.com. This can be done from any computer or mobile device with internet access.
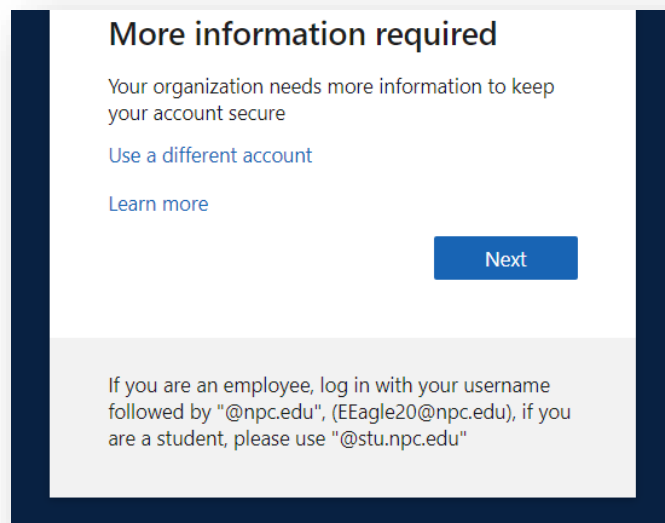
The following are directions for changing your password on Office 365 and while visiting a campus or center.

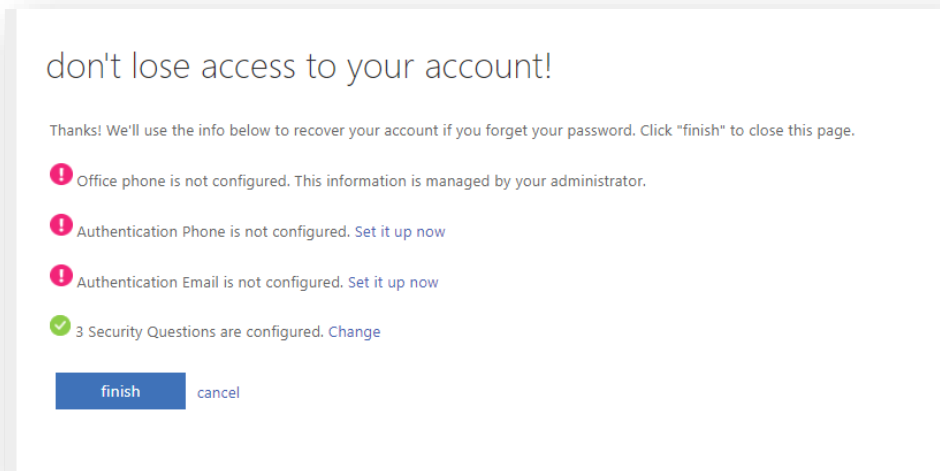## Changing NPC Password through Office 365

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 **@Stu.npc.edu**, and then click **Next.**

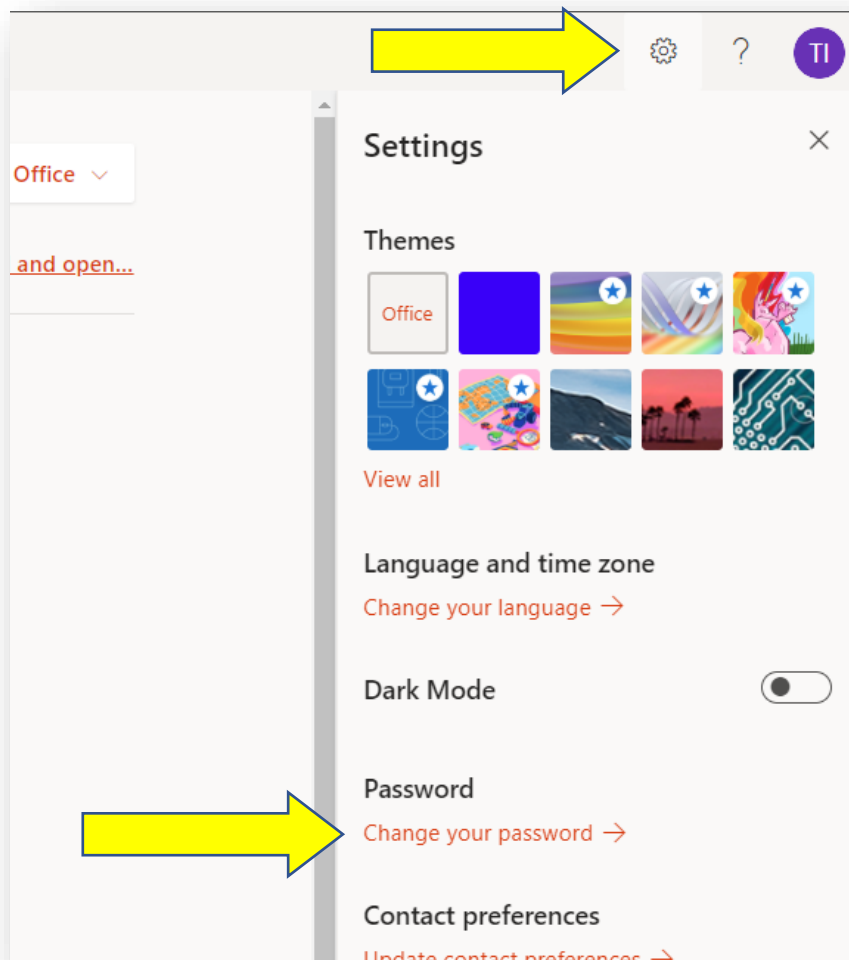3. Enter your NPC password, and then click **Sign In.**
4. This screen may pop up:

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.

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

❗ Office phone is not configured. This information is managed by your administrator.

❗ Authentication Phone is not configured. Set it up now

❗ Authentication Email is not configured. Set it up now

✅ 3 Security Questions are configured. Change

finish   cancel

b. This is a step in setting up Multi-Factor Authentication (MFA) on your account. Implementation of MFA is a future NPC 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.

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

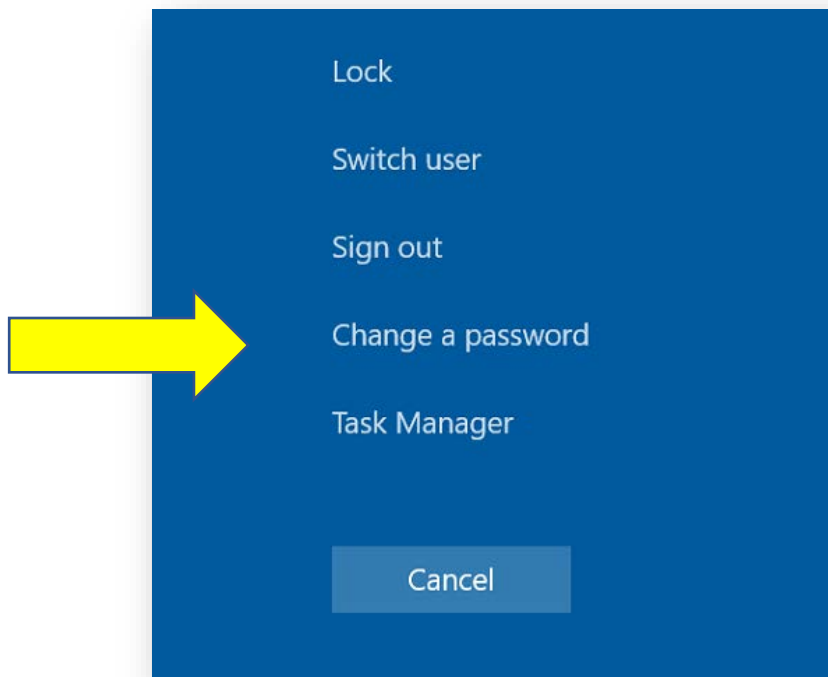☑ Don't show this again

No   Yes

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.**
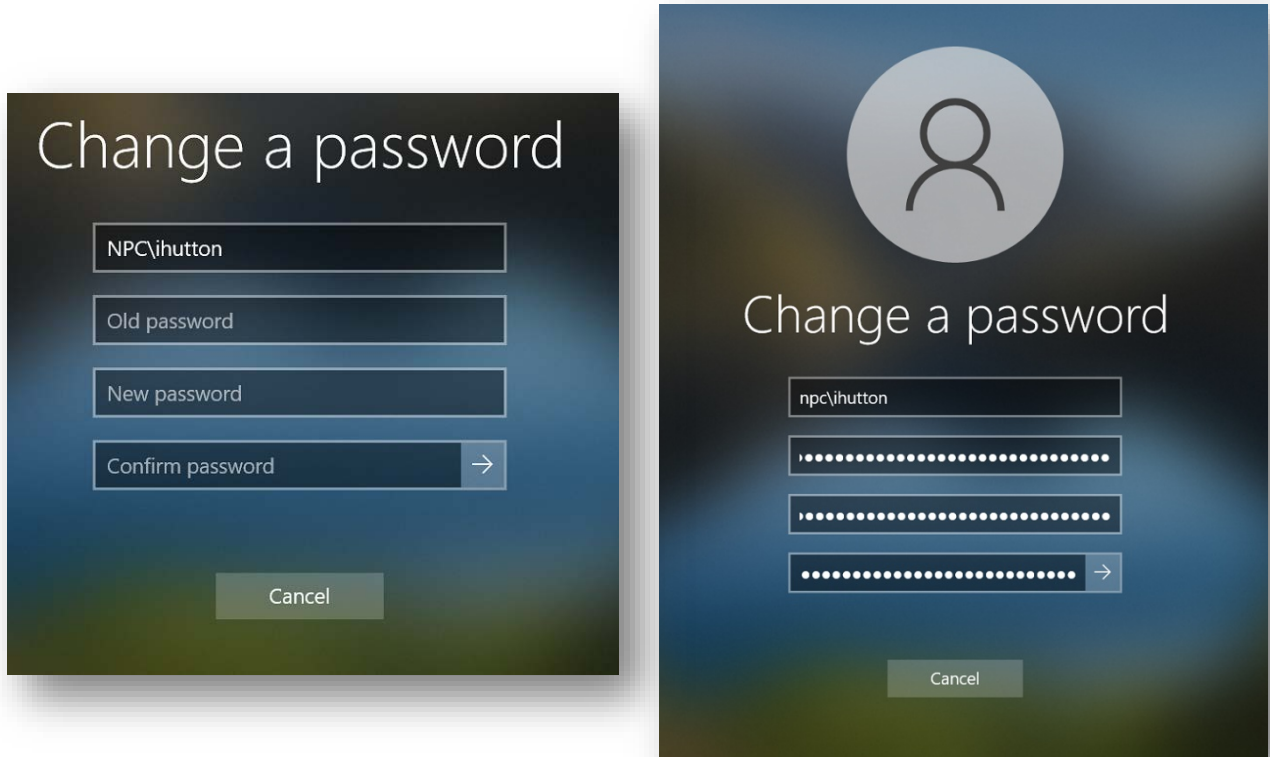
8. On the next screen, enter your old password followed by your new password two times, and then click **Submit**.
9. While logged in, check out other features of O365 like OneDrive and the Microsoft Office Suite!

Changing NPC Password on while visiting one of our Campus or Centers

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

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

Change a password

NPC\ihutton

Old password

New password

Confirm password →

Cancel

Change a password

npc\ihutton

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Cancel

4. You should see a screen saying "Your password has been changed".

Thank you,

Northland Pioneer College Technology Advancement and Support Department