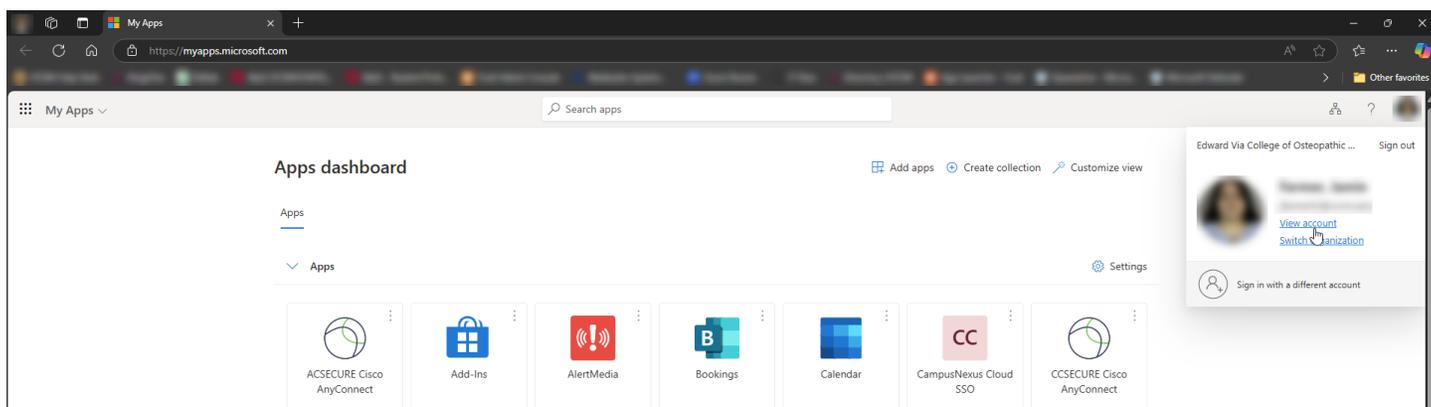
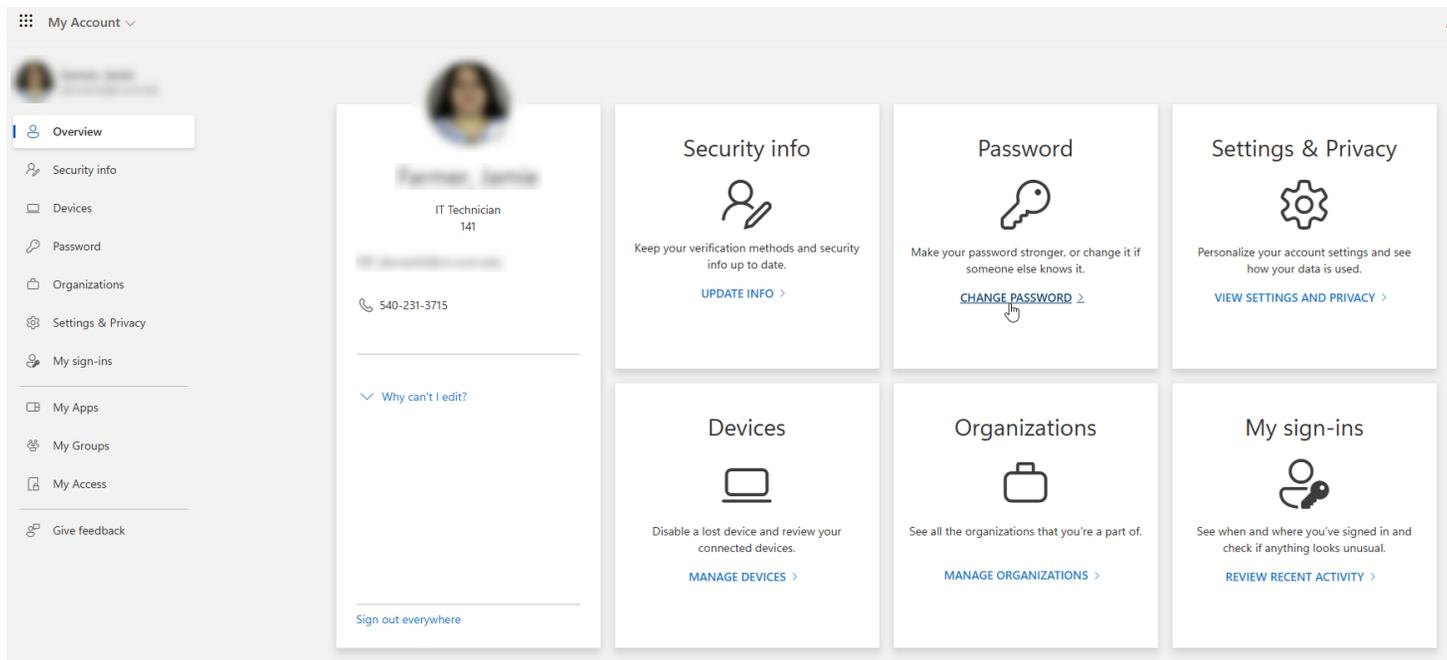


CHANGING YOUR SELF SERVICE PASSWORD RESET SECURITY INFORMATION

- 1.) Sign into your account by going to <http://myapps.microsoft.com>. Make sure to enter your email address as PID@vcom.edu, where PID=your VCOM username.
- 2.) Select your name and icon from the upper right corner of the page and the select “View Account”.



- 3.) In the “Password” section, click “Change Password”



4.) A dialog box will appear to enter your new password. See VCOM password requirements below.

VCOM Password Requirements

- 1) Password needs to be at least 12 characters in length
- 2) It cannot contain spaces
- 3) It cannot contain your name
- 4) It must contain at least one each of three of these four types of characters:
 - a) Numbers: 0-9
 - b) Upper case English letters: A-Z
 - c) Lower case English letters: a-z
 - d) Special Characters: !@#\$%^&*()-_+[{]}\|:;'",<.>/?~
- 5) It must not contain your PID or your PID typed backwards
- 6) You cannot resume any of the 5 most recent VCOM passwords you have created
- 7) ****Reminder:** VCOM passwords expire every 365 days.

Change your password

User ID
[redacted]@vcom.edu

New password

Confirm new password

Cancel Submit

5.) Click Submit and you're done!