

Title: Password Information

Requirements:

The password requirements for Email, Citrix and SVI Network are all the same. It is recommended to keep them the same and synchronized. A generic password is used for initial creation and must be changed at first logon.

- Must be a minimum of 8 alphanumeric and contain 3 of the 4 characters
- uppercase letter
- lowercase letter
- number
- special character
! " # \$ % & ' () * + , - . / :
; < = > ? @ [\] ^ _ ` { | } ~
- Cannot match any of your 4 previous passwords
- Are valid for 180 days

Changing Passwords:


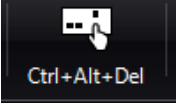
Email:

- Log into OWA: <https://mail.seattlecolleges.edu>
- Log into your email account
- Click Options, located in the upper right corner
- Click Change your password, located on the right side of the screen
- Enter your Old password, New password, and New password again to confirm
- Click Save
 - Note: Passwords can only be changed once in a 24 hour period

Resetting your Voicemail PIN:

- Login to Webmail at <https://mail.seattlecolleges.edu>
- Click Options, located in the upper right corner
- Click See All Options
- Click Phone on the left side
- Click **Reset my voice mail PIN...**
- **A new temporary PIN will be emailed to you**

Citrix:

- Sign into Citrix:
- Click on the arrow 
- Click 
- Select Change a Password
- Input the password information
- Click the arrow
- Click OK
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SVI Network:

- If you are not signed in, press CTRL + ALT + Del, then click Change Password button
- If you are signed in, press CTRL + ALT + Del, then click Change Password option
- Enter information
- Click OK
 - Note: Passwords can only be changed once in a 72 hour period
 - The requirements are the same for both Admin and Student networks