



## Quick guide for changing your password

### New password requirements – 2020:

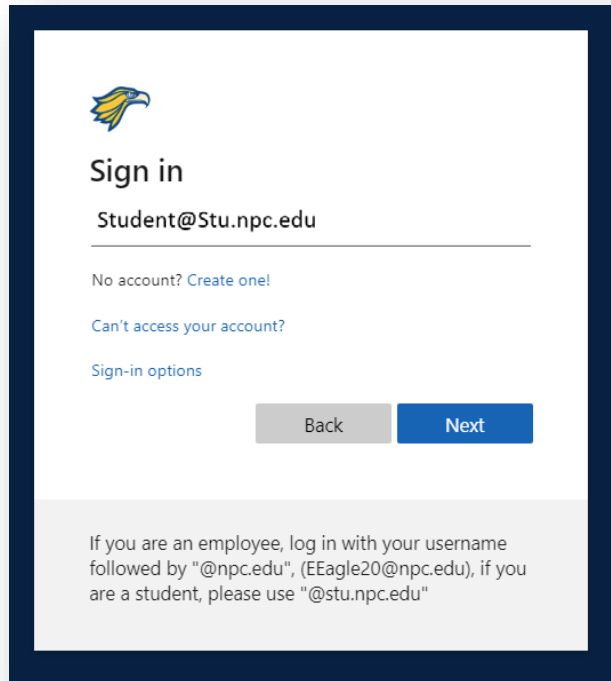
- 25-character minimum passphrase length
  - [Here](#) is a website that generates random easy-to-remember passphrases, if you need some inspiration. You can add capital letters, numbers, and symbols to make the passphrase even more secure.
- Complexity is NOT required (a mix of symbols, numbers, uppercase/lowercase 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=npcedu>
2. Sign in with your NPC username followed by **@Stu.npc.edu**, and then click **Next**.

A screenshot of a web-based sign-in interface. At the top left is a logo of a yellow and blue bird. Below it, the text "Sign in" is displayed. Underneath is a text input field containing "Student@Stu.npc.edu". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom of the main content area are two buttons: a grey "Back" button and a blue "Next" button. A light grey footer section contains instructions: "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'".



## Sign in

[No account? Create one!](#)

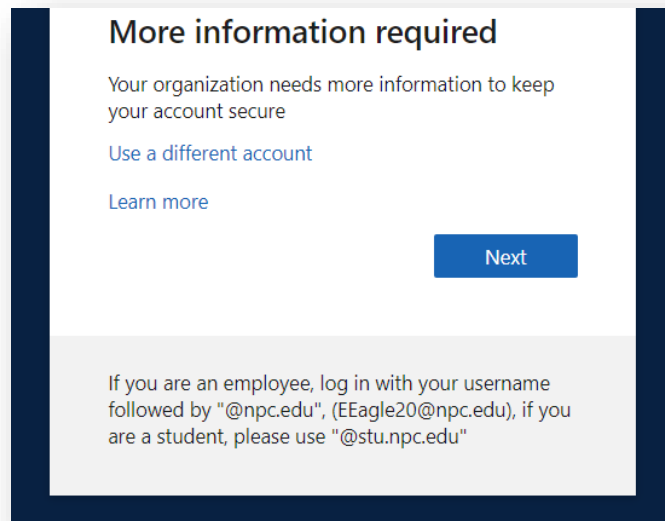
[Can't access your account?](#)

[Sign-in options](#)

[Back](#) [Next](#)

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 screenshot of a web-based screen titled "More information required". The text states: "Your organization needs more information to keep your account secure". Below this are two links: "Use a different account" and "Learn more". At the bottom right is a blue "Next" button. A light grey footer section contains the same instructions as the previous screen: "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'".

## More information required

Your organization needs more information to keep your account secure

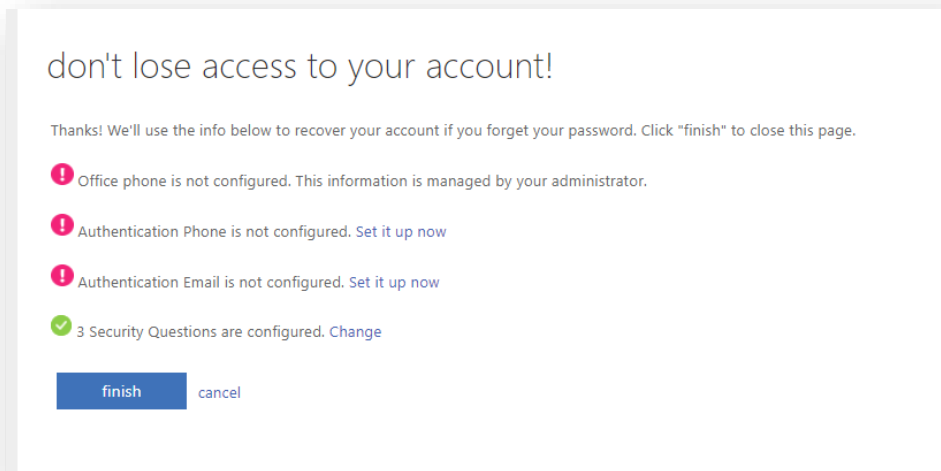
[Use a different account](#)

[Learn more](#)

[Next](#)

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"

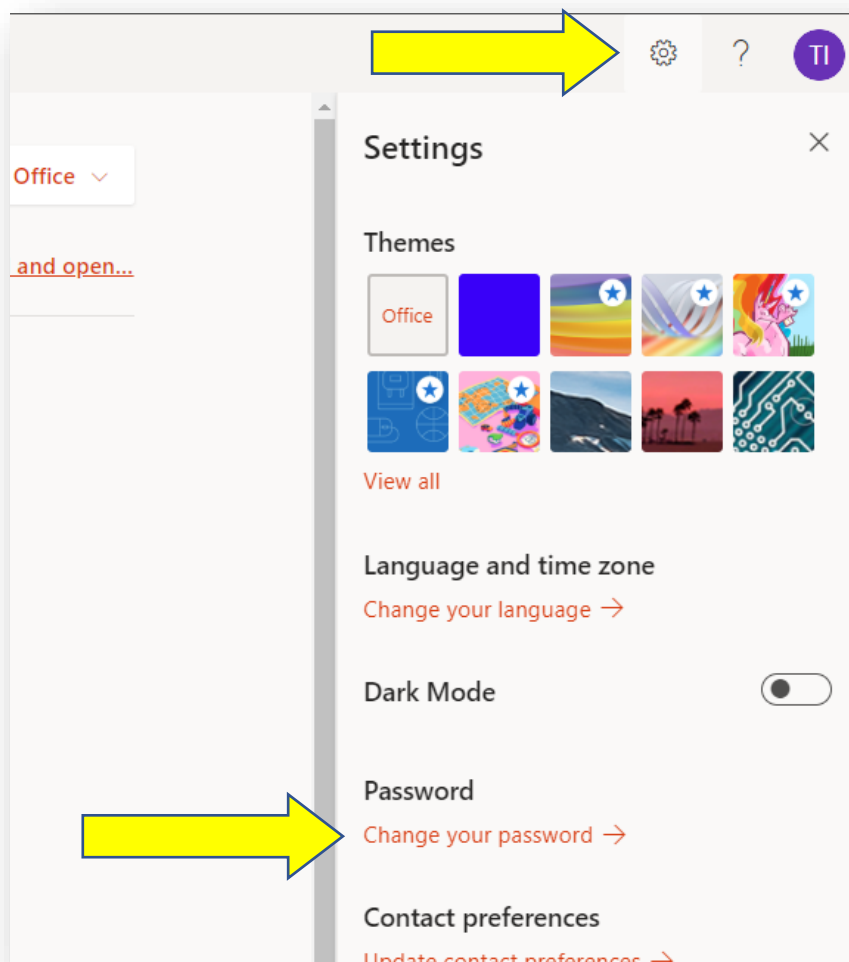
- a. Clicking **Next** here will forward you to a page on setting up ways to not lose access to your account. You can put in a personal phone number, personal email address, or answer some security questions.



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



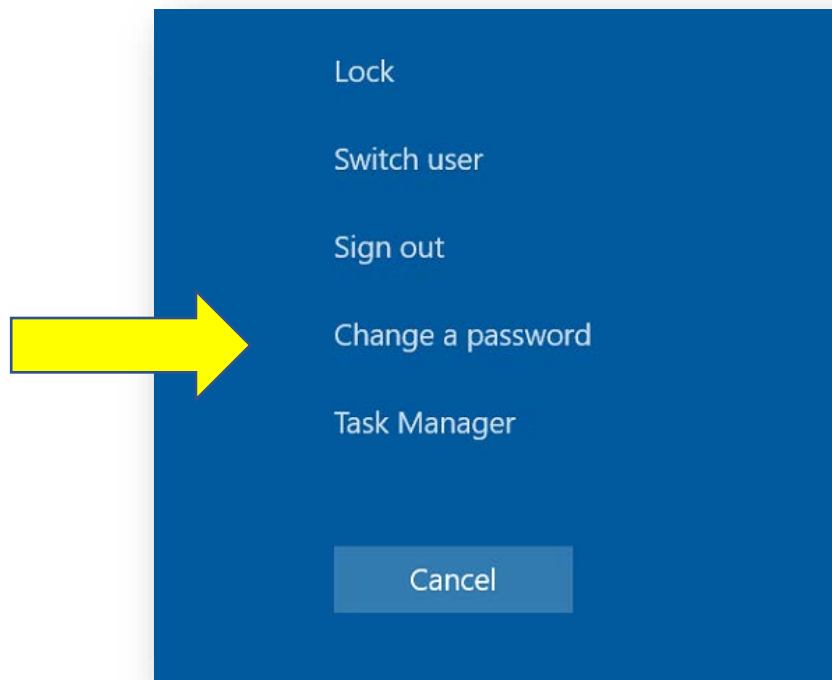
6. You will be brought to the Office 365 start screen.
7. In the upper-righthand corner, click on the gear, and then **Change your password**.



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**.



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



Change a password

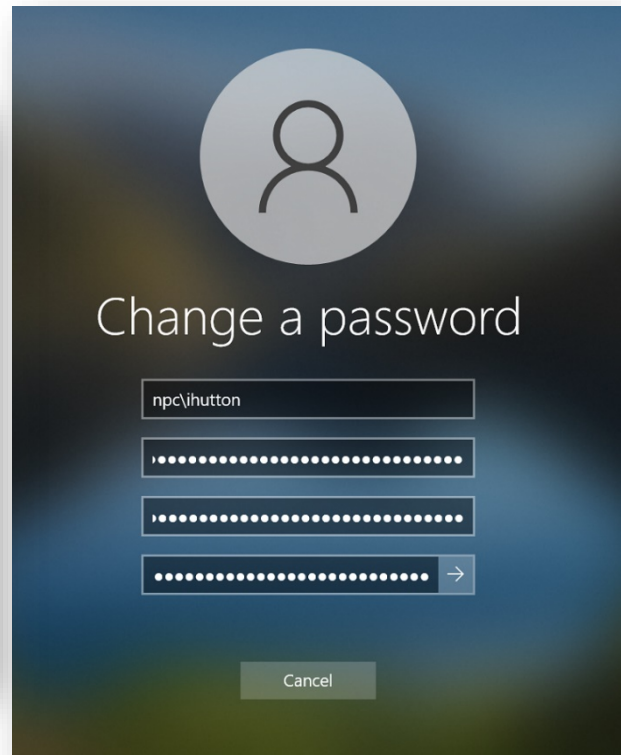
NPC\jhutton

Old password

New password

Confirm password →

Cancel



Change a password

npc\jhutton

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Cancel

- You should see a screen saying “Your password has been changed”.

Thank you,

Northland Pioneer College Technology Advancement and Support Department