


How to Change Your Password

To protect your privacy and make sure that no one other than you can log into your WebCT course, it is important that you **CHANGE YOUR PASSWORD.**

If you experience technical problems logging in or using WebCT, contact the Student Help Desk at 818.240.1000 x3457 (E-H-L-P) or email ehlp@glendale.edu.

Step 1: Click on the link at the top of your MyWebCT Page called **PASSWORD SETTINGS.**

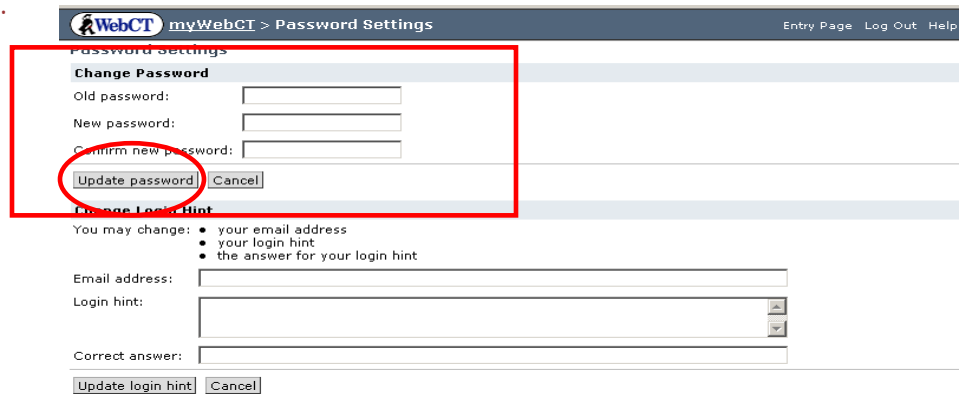


The screenshot shows the myWebCT interface. At the top, there is a navigation bar with links for 'Entry Page', 'Check Browser', 'Log Out', and 'Help'. Below this, a welcome message for 'Shereen Fogel' is displayed along with the date 'August 23, 2003'. A row of buttons includes 'Bookmarks', 'Global calendar', 'Password settings' (circled in red), 'Preferences', 'WebDAV info', 'Course functions', and 'Add course'. Below the navigation bar, there are sections for 'Courses' and 'Announcements'. The 'Courses' section lists several courses with their respective instructors and roles. The 'Announcements' section states 'There are no announcements.' Below this, there are sections for 'Institutional Bookmarks' and 'Personal Bookmarks'.

Step 2: On the Next Screen, you will need to **ENTER YOUR OLD PASSWORD** (*this is your birthdate in the MMDDYY format, example June 7, 1986 would be 0060786*).

Then **ENTER A NEW PASSWORD THAT YOU MAKE UP.** *The new password must be at least 4 characters, and should be something easy to remember and that only you would know.*

You will need to **ENTER THE NEW PASSWORD AGAIN** in the CONFIRM NEW PASSWORD field to insure that what you typed is correct.



The screenshot shows the 'Password Settings' page. The 'Change Password' section is highlighted with a red box. It contains three input fields: 'Old password:', 'New password:', and 'Confirm new password:'. Below these fields are two buttons: 'Update password' (circled in red) and 'Cancel'. Below the 'Change Password' section is the 'Change Login Hint' section, which includes a list of options to change (email address, login hint, answer for login hint), and three input fields: 'Email address:', 'Login hint:', and 'Correct answer:'. Below these fields are two buttons: 'Update login hint' and 'Cancel'.

Step 3: Once you have done this, click on **UPDATE PASSWORD.**

Step 4: Click Continue. *The next time you login, be sure to use your new password.*