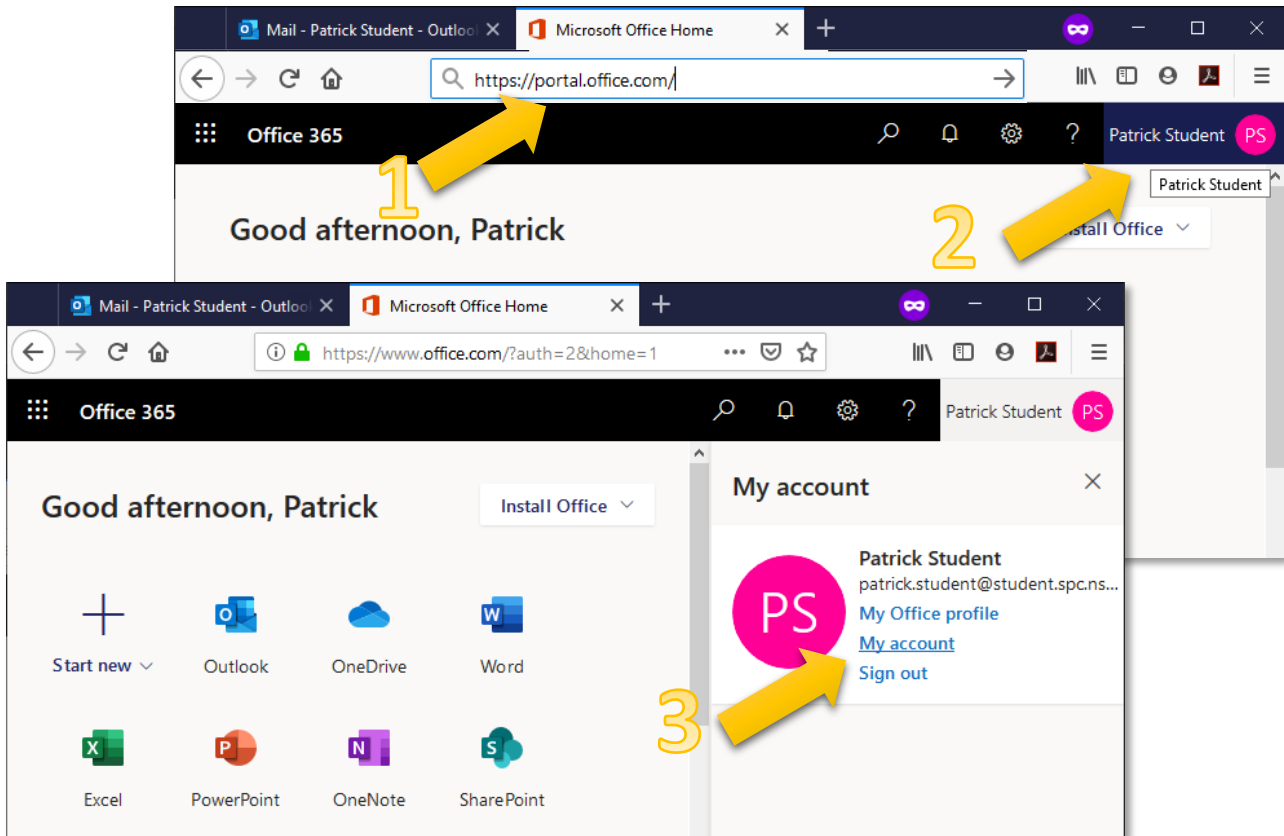


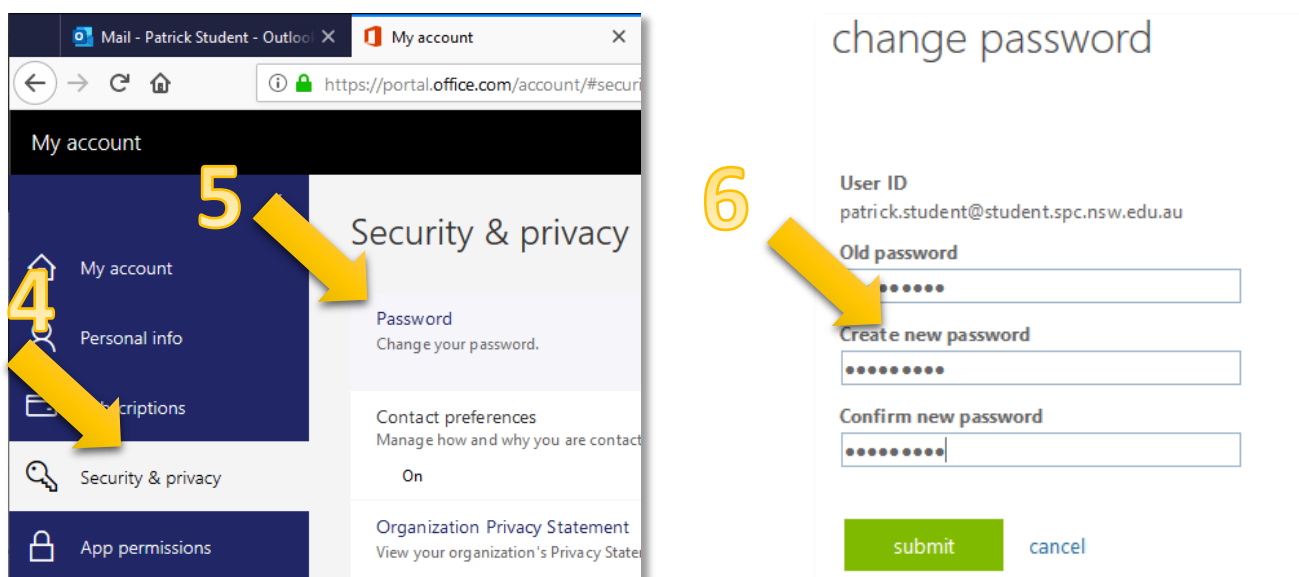
# Change your College Password Online

It is now possible to change your College password online inside or outside the College. To do so, follow the steps below

1. Log on to <https://portal.office.com>
2. Click on your name
3. Then click on your account



4. Click on Security & Privacy
5. Then click on Password
6. Fill out the form to change your password



**NB:** Passwords must be a minimum of 8 characters. You cannot use your last 5 passwords. You cannot use your logon name. Passwords should include upper, lower and special characters or numbers.