







## Changing Your Password with the Change Password Application

You may only use these instructions if you know your current password. If you've forgotten your password, please see "[What to do if you Forget Your Password.](#)"

1. Click the "Forgot Your Password" link.

2. Select the domain.

- For all UHCL faculty and staff the domain is UHCL.
- For all students, the domain is PCLAB.

3. Enter your Username

4. Enter your Password.

5. Click the button marked "Login."

6. Enter a new password See the Password Requirements above.

7. Retype the new password to confirm it.

8. Create a challenge question and answer by filling in the appropriate fields.

9. Click the button marked "Continue."

10. Click the button marked "Logout."

### Reset Password Tool

#### Login

The screenshot shows a login form with the following fields and labels:

- Domain:** A dropdown menu with "PCLAB" selected. Below it, text reads: "PCLAB for student accounts. UHCL for faculty and staff accounts."
- User Name:** A text input field with the label "Enter your user name. (Required)" below it.
- Password:** A text input field.
- At the bottom, there are two buttons: "Login" and "I Forgot My Password".

### Reset Password Tool

#### Change Information

The screenshot shows a "Change Information" form with the following fields and labels:

- Account Name:** A text input field.
- New Password:** A text input field with the label "[Enter New Password]" below it. To the right, "Password Requirements:" are listed:
  - You are prevented from reusing recent passwords.
  - At least 8 characters in length.
  - May not contain or be the same as your name or user id.
  - Must contain 3 of the following 4:
    - Uppercase.
    - Lowercase.
    - Number.
    - Special character.
- Confirm Password:** A text input field with the label "[Re-enter your new password.]" below it.
- Challenge Question:** A text input field with the label "Create a question you know the answer to (Required)." below it.
- Challenge Answer:** A text input field with the label "Provide an answer to the question above (Required)." below it.
- Verify Challenge Answer:** A text input field with the label "Confirm answer to the question above (Required)." below it.
- At the bottom, there is a "Continue" button.