## Resetting Password

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<th>Steps</th>
<th>Descriptions</th>
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<td>1.</td>
<td>Access the UHCL E-Services page at <a href="http://www.uhcl.edu/eservices">www.uhcl.edu/eservices</a>. Enter your UHCL network ID and password or your 7 digit ID and password.</td>
</tr>
<tr>
<td>2.</td>
<td>Click on the <strong>Personal Information</strong> tile</td>
</tr>
<tr>
<td>3.</td>
<td>Select <strong>Password Reset</strong></td>
</tr>
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<td>4.</td>
<td>You are now on the <strong>Change Password</strong> page.</td>
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| 5. | Before changing your password note what the **System Passwords need to have**.  
   1. Enter your **Current Password**.  
   2. Enter your **New Password**.  
   3. **Confirm Password** by entering your new password again.  
   4. Click the **Change Password** button.  
   5. Click **OK**. |

**Change Password**

- **User ID**: 1396387  
- **Description**: Cunningham, Courtney Lynn  

System Passwords need to have:  
1. Minimum Length - 8 characters.  
2. At least one character from each of the following:  
   - a. Upper or Lower case (a-z, A-Z)  
   - b. Numeric: 0-9  
   - c. Special Character: ! # $ % & ( ) * + , - / : ; < = > ? [ ] ^ _ ` .  

- **Current Password**:  
- **New Password**:  
- **Confirm Password**:  

[Change Password](#)  

This only resets your 7 digit ID password and not your UHCL network ID password.