


## Resetting Password

Steps	Descriptions
1.	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.
2.	Click on the <b>Personal Information</b> tile <div data-bbox="201 541 604 856" style="border: 2px solid #0056b3; padding: 10px; margin: 10px 0;"> <p><b>Personal Information</b></p>  </div>
3.	Select <b>Password Reset</b>
4.	You are now on the <b>Change Password</b> page.
5.	Before changing your password note what the <b>System Passwords need to have</b> . <ol style="list-style-type: none"> <li>1. Enter your <b>Current Password</b>.</li> <li>2. Enter your <b>New Password</b>.</li> <li>3. <b>Confirm Password</b> by entering your new password again.</li> <li>4. Click the <b>Change Password</b> button.</li> <li>5. Click <b>OK</b>.</li> </ol> <p><b>Change Password</b></p> <p>User ID 1396387</p> <p>Description Cunningham,Courtney Lynn</p> <p>System Passwords need to have:</p> <ol style="list-style-type: none"> <li>1. Minimum Length - 8 characters.</li> <li>2. At least one character from each of the following:                             <ul style="list-style-type: none"> <li>- a. Upper or Lower case (a-z, A-Z)</li> <li>- b. Numeric: 0-9</li> <li>- c. Special Character: ! # % &amp; ( ) * @ ^ .</li> </ul> </li> </ol> <p>*Current Password <input type="text"/></p> <p>*New Password <input type="text"/></p> <p>*Confirm Password <input type="text"/></p> <p><input type="button" value="Change Password"/></p> <p>This only resets your 7 digit ID password and not your UHCL network ID password.</p>