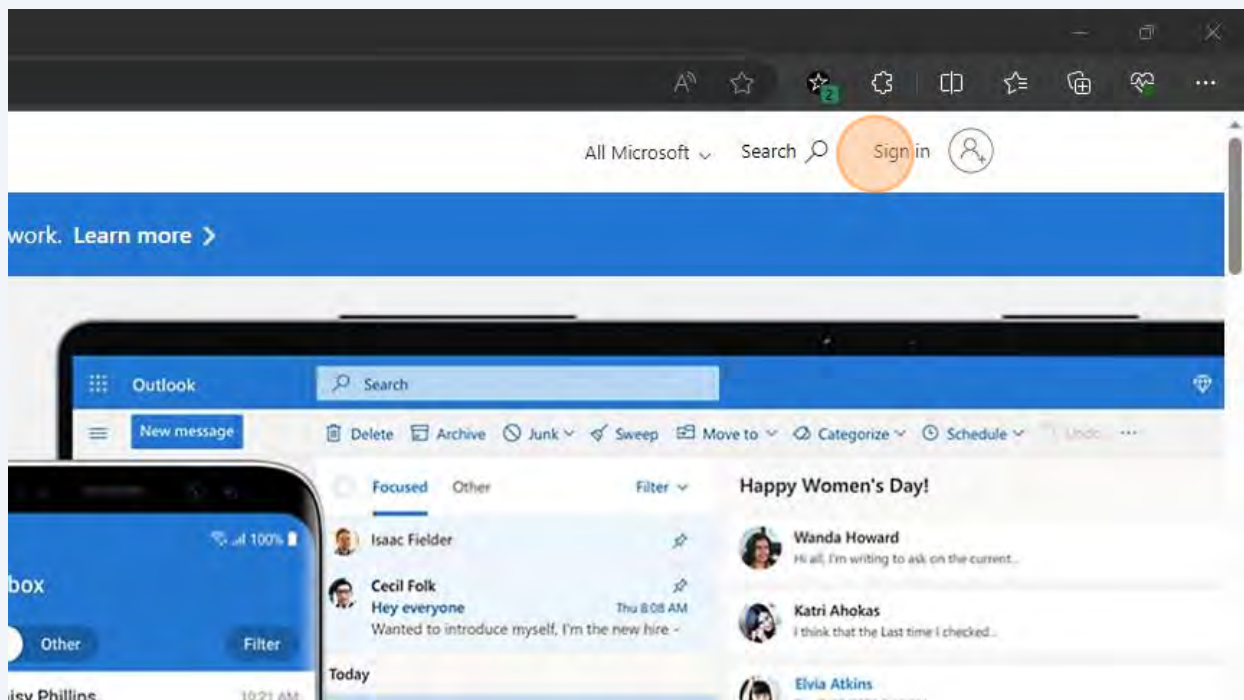


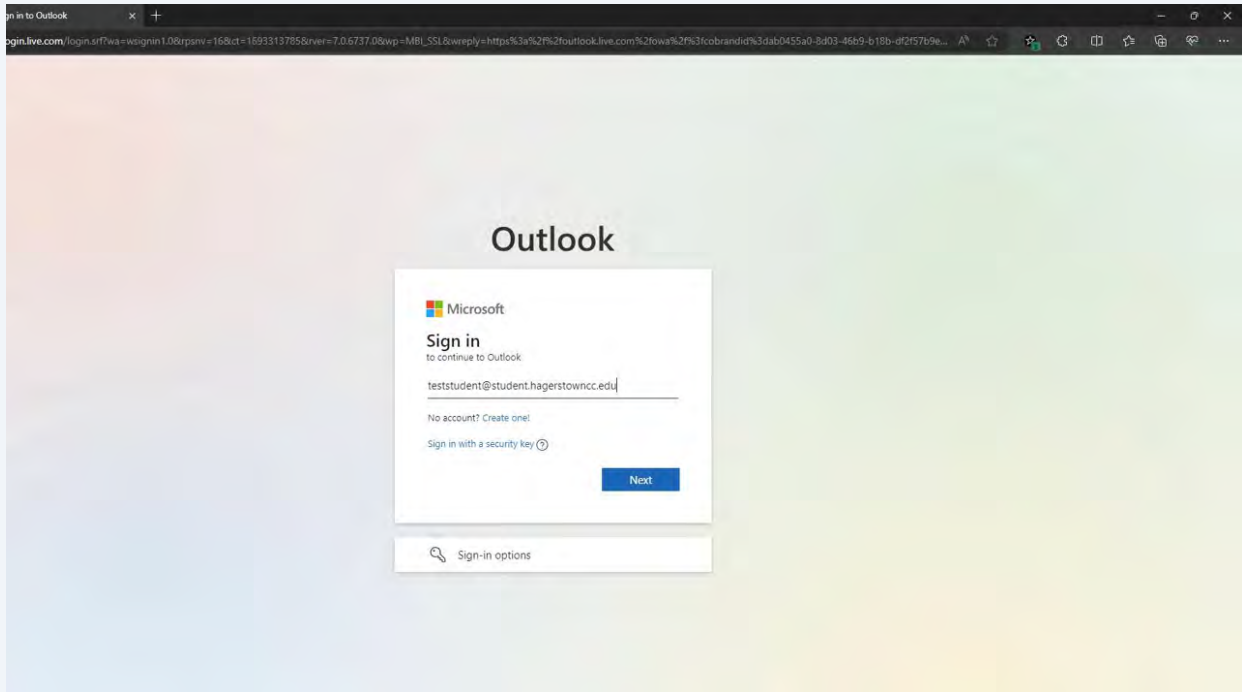
# HCC Student - Change Password Off-Campus

1 Open Browser and go to "<https://office.com/>"

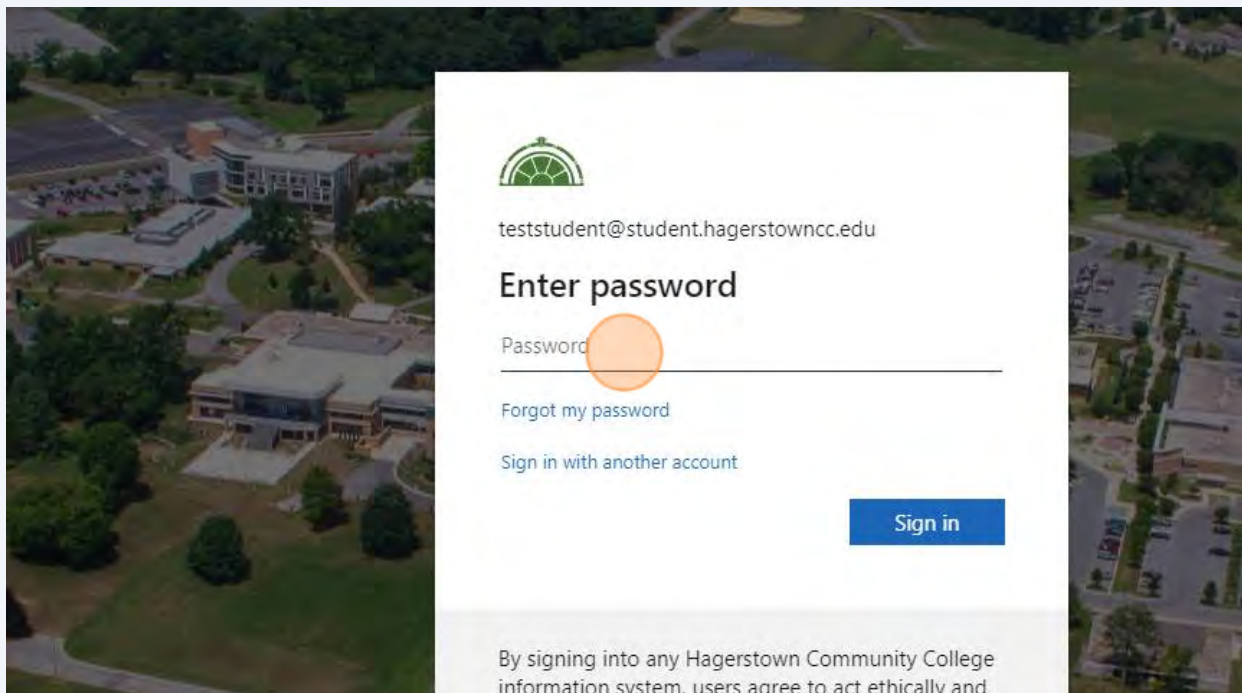
2 Click "Sign In"



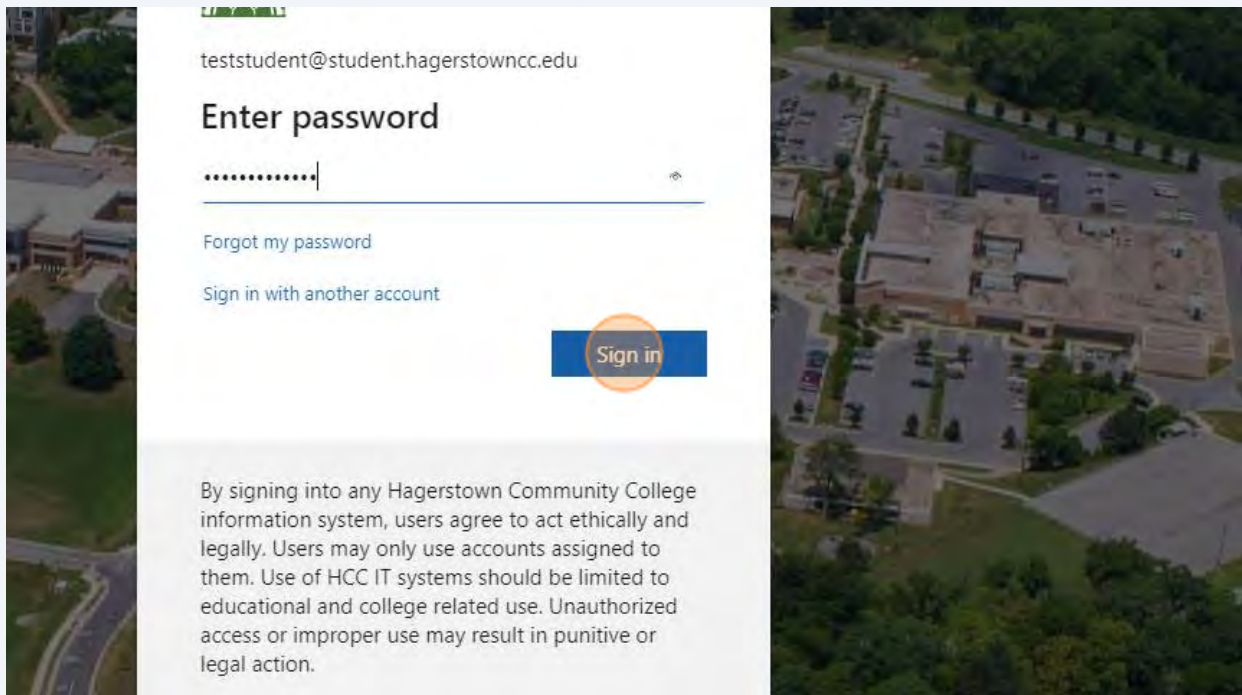
3 Type your "[username@student.hagerstowncc.edu](mailto:username@student.hagerstowncc.edu)" enter or click Next



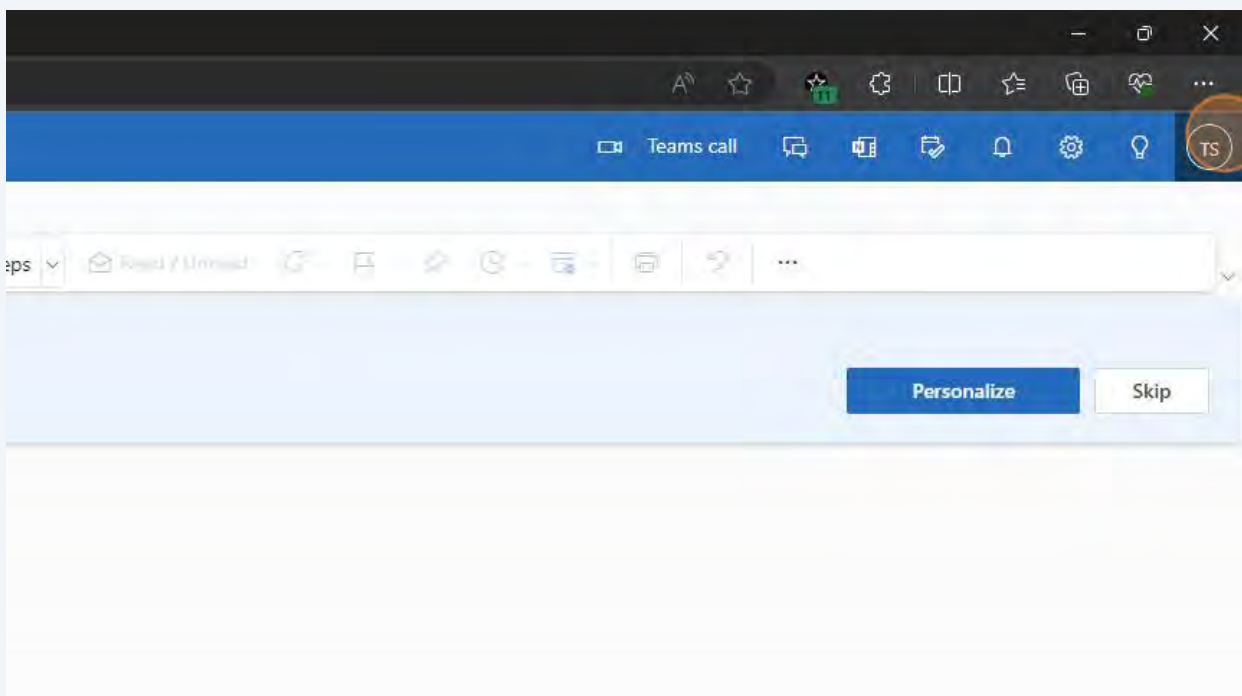
4 Type your current password into the text box



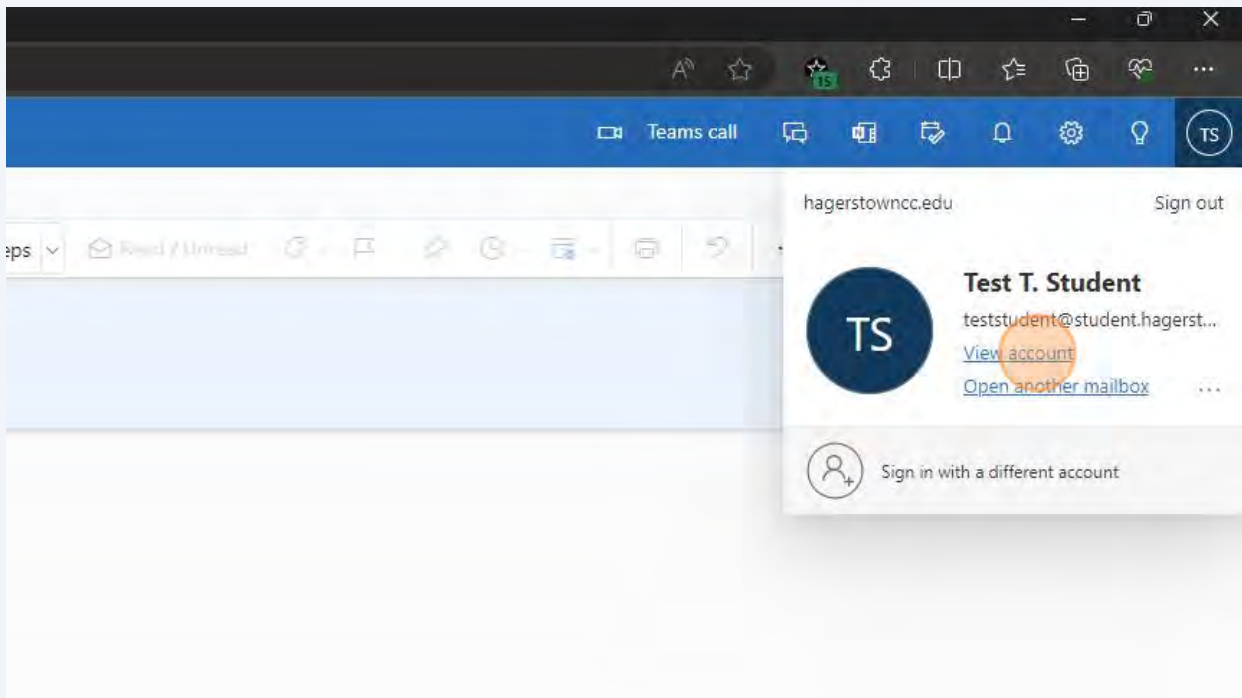
5 Click "Sign In"



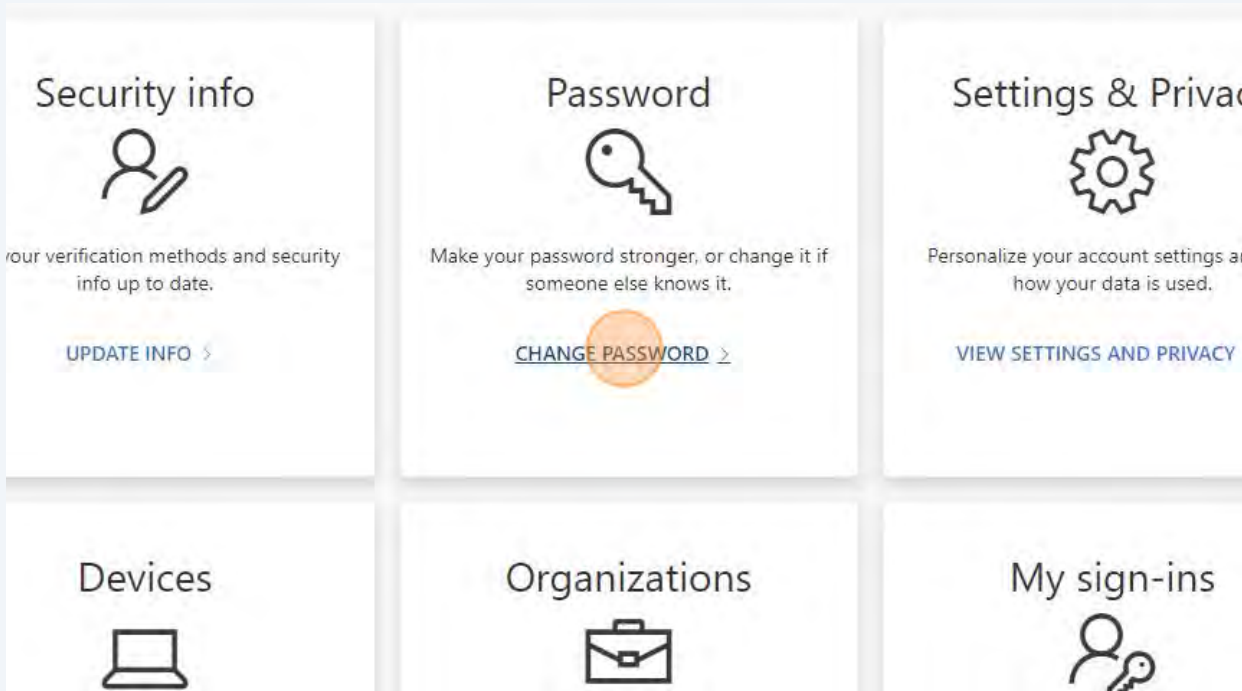
6 Click here your initial in the top-right of the page



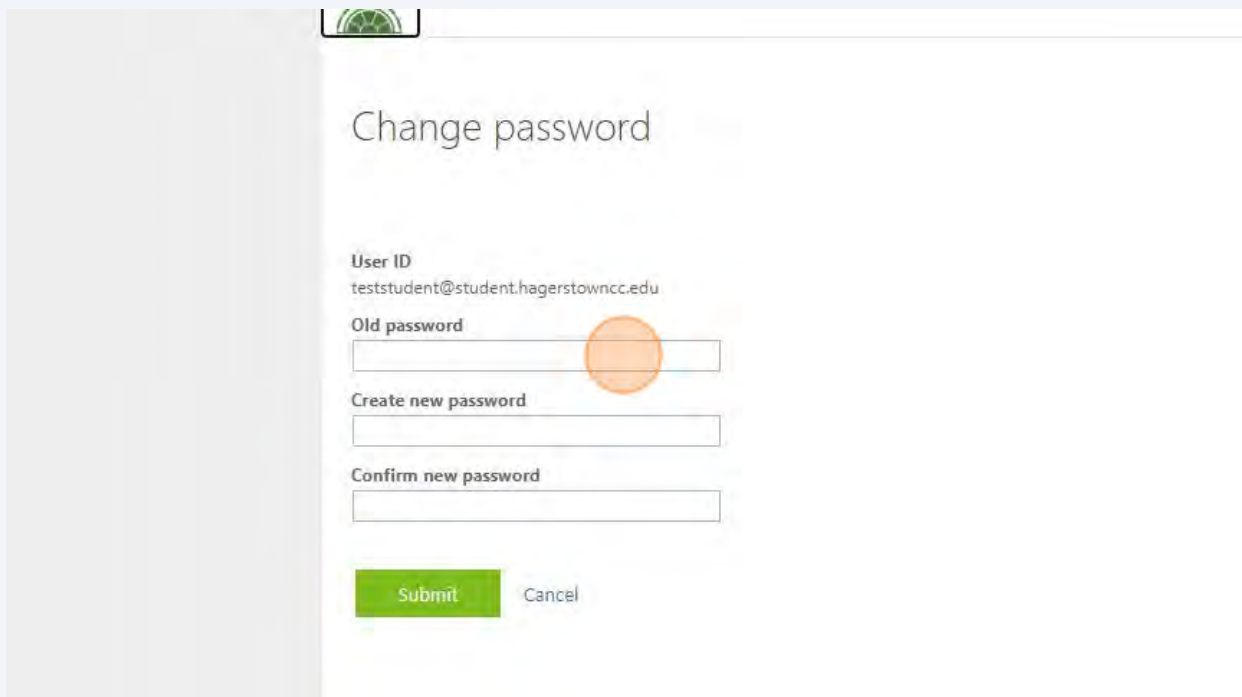
7 Click "View Account"



8 Click "CHANGE PASSWORD"

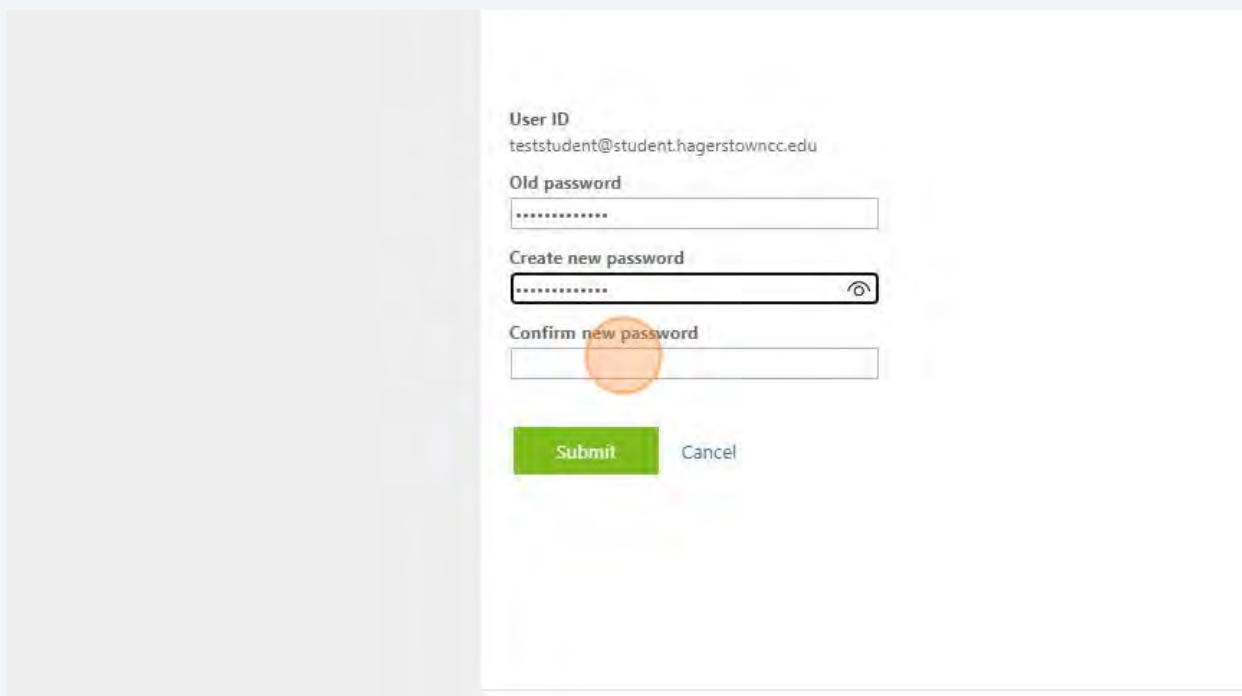


9 Click "Old password" and type your current password in the text box



The screenshot shows a web form titled "Change password". At the top left, there is a small green circular icon with a white outline. Below the title, the "User ID" is displayed as "teststudent@student.hagerstowncc.edu". There are three text input fields: "Old password", "Create new password", and "Confirm new password". The "Old password" field is highlighted with a red circle. At the bottom, there are two buttons: a green "Submit" button and a grey "Cancel" button.

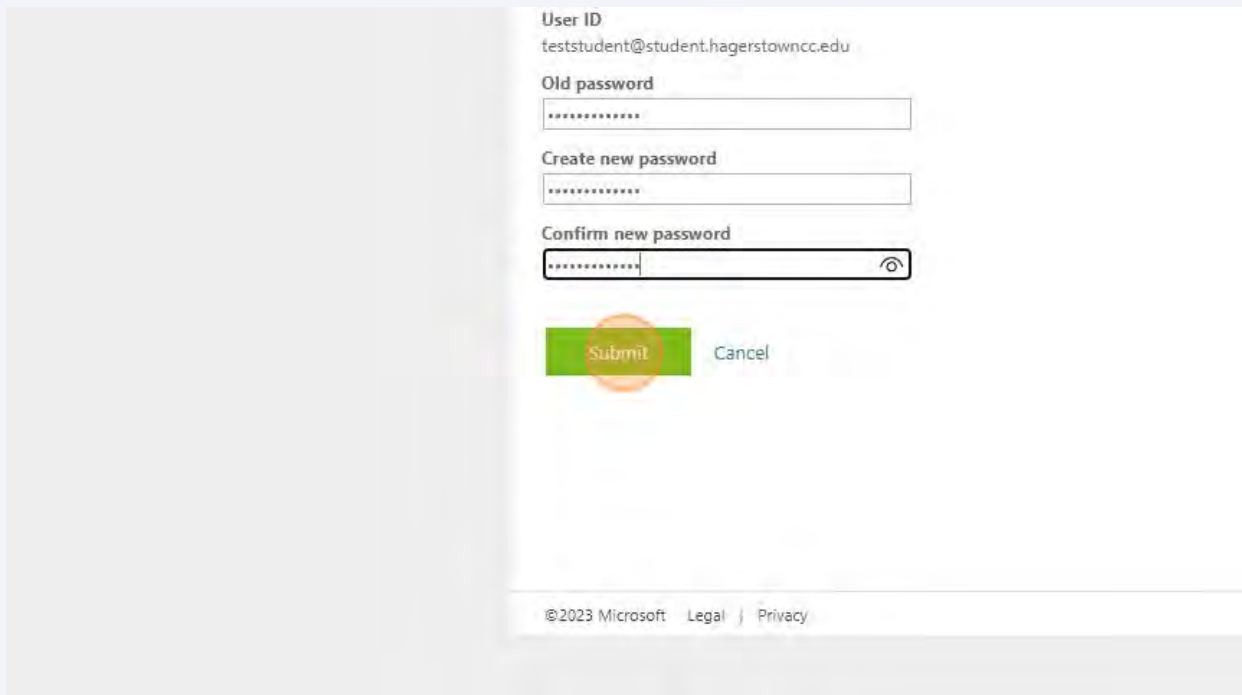
10 Enter and confirm your new password in both text boxes



The screenshot shows the same "Change password" form. The "Old password" field is now filled with a series of dots. The "Create new password" field is highlighted with a red circle and contains a series of dots. The "Confirm new password" field is also highlighted with a red circle and is empty. The "Submit" and "Cancel" buttons remain at the bottom.

11

Click "**Submit**" to finish changing your password



The screenshot shows a web form for changing a password. It includes the following elements:

- User ID:** A text field containing the email address "teststudent@student.hagerstowncc.edu".
- Old password:** A password input field with masked characters (dots).
- Create new password:** A password input field with masked characters (dots).
- Confirm new password:** A password input field with masked characters (dots) and a small eye icon on the right to toggle visibility.
- Buttons:** A green "Submit" button and a grey "Cancel" button.
- Footer:** Copyright information: "©2023 Microsoft | Legal | Privacy".



Alert!

If you save your passwords in your browser or phone you may need to update the password in these locations so you do not get locked out.

Never re-use passwords.