

How to Change your MassBay Passwords while On Campus

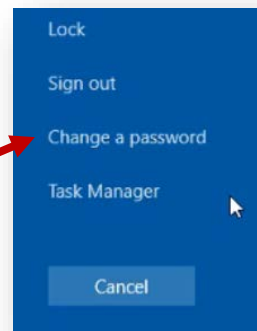
If you are logged onto a computer on any of the MassBay campuses, it is very easy to change your password for **all** of your MassBay computer accounts: Bay Navigator, email, Blackboard, and Windows passwords (i.e. logging on campus computers).


Before you begin, please know what your **new password** will be:

- It must be at least **8-characters** in length
- It must contain at least one of each of the following: Upper Case Character, lower case character, number, special character.

1 Log into any MassBay computer on any campus

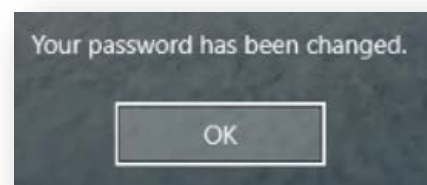
2 Simultaneously press and hold the **Ctrl** **Alt** **Del** keys to bring up a menu similar to the one on the right
Click on the **Change a password** option



3 In the **Change a password** window, the first text box will display your MassBay username
In the second text box (**Old password**), enter the MassBay password that you used to log into this computer
In the third text box (**New password**), enter your **NEW** MassBay password (see top for guidelines)
In the fourth text box (**Confirm password**), **re**-enter your **NEW** MassBay password
Click on the Continue  button



4 If successful, the screen to the right will appear
Your MassBay password has been changed for all four of your MassBay accounts (see top)
Click on the **OK** button



5 To confirm that all is well, we recommend that you log off and re-log in using your new password
If you have a problem, please contact the MassBay HelpDesk immediately:
helpdesk@massby.edu or 781-239-2440

Employees: note that this does **not** change your Bay Navigator Financial account