

Password Change - Quick Overview

1. Plan to change your password on your primary wired computer.
2. Print off directions for every device you own.
3. Set airplane mode on all mobile devices
4. Turn wifi on and Forget the AIC network on all mobile devices
5. Verify if the primary computer is on Wifi or plugged in (if both, shutdown WiFi)
6. Shutdown email on your primary computer – shut down browsers
7. Go to primary computer and change your password in the portal
8. Reboot computer
9. Log into email and any AIC web page (Blackboard, myAIC)
10. Setup wifi connection to AIC
11. Reset email passwords as prompted
12. Turn off airplane mode

What does this mean in the portal?

Between the dates of November 28 and December 5, you will be reminded to change your password by the end of the day on December 5th. This change will affect all devices you may use (mobile phones, tablets, laptops, etc). It is very important that you allow time to do this during this week. IT staff will be available to make sure the process goes smoothly for you. If you would like to schedule a time to sit with IT, please submit an IT Helpdesk Ticket.

Link to access the password change site: <https://my.aic.edu/ICS/Help/>

What are the actual steps to use the MyAIC Password change portlet?

- Log into the portal, click on the Help tab.
- Select **Change Password**
- Click the box that you agree to the Terms and Conditions
- Enter your old password, and then your new password Twice
- Click **Continue**
- If the system complains about your password choice, ensure it is following all the rules correctly.

What are the Password rules?

- At least 8 characters in length
- Include at least 1 upper case and 1 lowercase letter
- Include at least 1 number
- Include at least 1 special character (for example: !@#\$%^&*+=)
- May NOT contain parts of your first or last name