

Password Change Procedure

Off Campus

Open Web Browser



<https://hcc-prs.hagerstowncc.edu/SpecopsPassword/ChangePassword/ChangePassword.aspx?>

The screenshot shows a web browser window with a green header bar. On the left is the Hagerstown Community College logo, and on the right is the text "Change Password". Below the header is a light gray box containing the following text and form elements:

Welcome to the Change Password service.

Welcome to the change password wizard. In the next page you will be able to change your password while instantly seeing which password requirements your password meets.

Enter your username below and click Next.

Select language:

User name:

Current Password:

Enter User Name, and Current Password



Change Password

Welcome to the Change Password service.

Welcome to the change password wizard. In the next page you will be able to change your password while instantly seeing which password requirements your password meets.

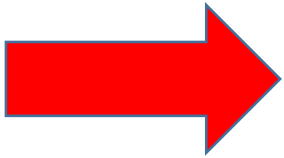
Enter your username below and click Next.

Select language

User name


Current Password

Next




Enter New Password





Change Password



New Password

- Must contain at least 8 characters
- Must meet at least 3 of the following character group requirements:
 - Must contain at least 1 uppercase letter
 - Must contain at least 1 lowercase letter
 - Must contain at least 1 digit
 - Must contain at least 1 special character
 - Must contain at least 1 Unicode character
- ✓ Must not contain your username
- Must not repeat any of your previous 3 passwords

Your new AD password should be a minimum of 8 characters in length, it is required to contain mixed case letters, at least 1 number, and at least 1 special character.

Password Requirements		
Password Length	At least 8 characters	
Mixed Case	At least 1 Upper and lower case	A-Z and a-z
Numbers	At least 1	0-9
Special Characters	At least 1	~!@#\$%^&* _-+=` (){}[]:;''<>.,?/

Your Password has been Changed



Password Reset

Password reset complete

Your password has been successfully reset. You may now close this window.

