

## HOW TO CHANGE YOUR MCC PASSWORD

### ON CAMPUS:

1. From a PC on campus, press and hold ALT+CTL+DEL
2. Choose "Change a Password"
3. Follow the password change prompts

### VIA THE WEB:

1. Go to [mymcc.monroecc.edu](http://mymcc.monroecc.edu)
2. Leave login information blank and just click "Login"
3. At error screen, select "Employees: Open Account Management"
4. To change password, select "Change Your Employee Network Account Password" -- To reset it select "Reset Your Employee Network Account"
  - a. Change the password if you remember your old password, but you think the password has expired
  - b. Reset the password if you do not remember the old password, or have tried changing without any success
5. Follow prompts

### OR

1. Go to [mymail.monroecc.edu](http://mymail.monroecc.edu)
2. Select box that says "I want to change my password after logging in."
3. Login using expired password
4. Next screen will ask for old password and new password twice.
5. After creating new password, click "Change password."
6. Upon successful change of password you will be taken to your Outlook via the Web account.

### AFTER CHANGING PASSWORD REGARDLESS OF METHOD:

Go to [mymcc.monroecc.edu](http://mymcc.monroecc.edu) and try logging in using your new password.

If you see an "External System Error" that contains the sentence "Your password has changed outside the Luminus platform," simply go to the bottom of that "error" message and click "Start Recovery Session." Your password is now synchronized with all systems that rely on network account credentials.