

# Password Management

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## Password Management:

- [A. When a notification states your password is expired or will expire soon.](#)
- [B. To change a password that has not yet expired](#)

**NOTE:** If you've forgotten your password, you will need to contact the ITS Help Desk at (860)-465-4346 and select Option 1.

## A. When a notification states your password is expired or will expire soon, change it by:

### Option 1: On campus, from an ECSU Windows Computer:

- Log in to any ECSU Windows computer that is wired to Eastern's network.
- Hold down CTRL ALT Delete on the keyboard.
- Click the button labeled Change Password on the menu that appears.
- Follow the prompts that appear.
- Refer to [Article 22: Password Rules](#) for details.

### Option 2: On campus, from an ECSU MAC Computer:

- Log in to any ECSU MAC computer that is wired to Eastern's network.
- Click the button labeled Change Password on the menu that appears.
- Follow the prompts that appear.
- Refer to [Article 22: Password Rules](#) for details.

### Option 3: Off-campus or non-Eastern computer:

- Using any web browser browse to <http://www.easternct.edu/email> and click on the Login to Eastern Office 365 Portal link
- Sign in with your Eastern email as the username and use the expired password.
- You should be prompted about changing the expired password.
- Enter the old password.
- Enter a new password. Refer to [Article 22: Password Rules](#) for details.
- Enter the new password again.
- Click Submit the changes.

## B. To change a password that has not yet expired follow these steps:

### Option 1: If on campus from an ECSU Windows computer:

- Log in to any ECSU Windows computer that is wired to Eastern's network.
- Hold down CTRL ALT Delete on the keyboard.
- Click the button labeled Change Password on the menu that appears.
- Follow the prompts that appear.
- Refer to [Article 22: Password Rules](#) for details.

### Option 2: If on an ECSU MAC computer or off-campus:

- Using any web browser browse to <http://www.easternct.edu/email> and click on the Login to Eastern Office 365 Portal link
- Sign in with your Eastern email address as the username and the current password
- Click on the Profile logo at the top right. It's a circle with either your initials in it (Last, First) or a photo you used.
- Click My Account from the resulting menu.
- Click Security and Privacy.
- Click Change Your Password.
- Enter your old password.
- Enter a new password. Refer to [Article 22: Password Rules](#) for details.
- Enter the new password again.
- Click Submit.

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