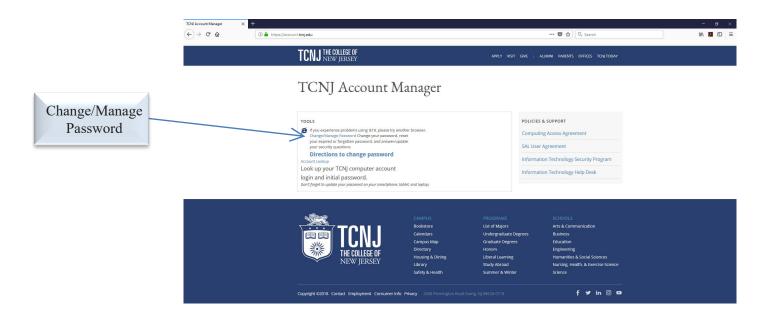


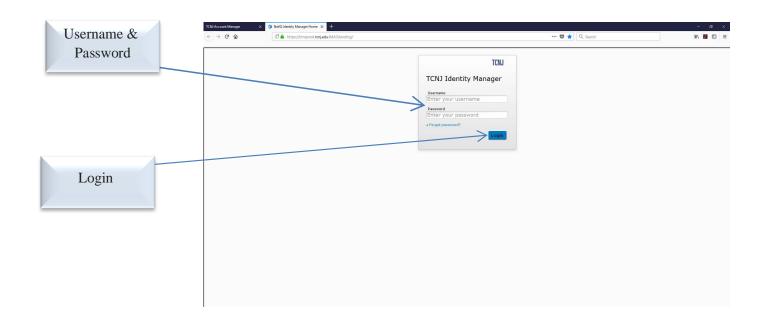
## SETTING SECURITY QUESTIONS / CHANGE PASSWORD

To change passwords or set security questions, go to: account.tcnj.edu Select Change/Manage Password

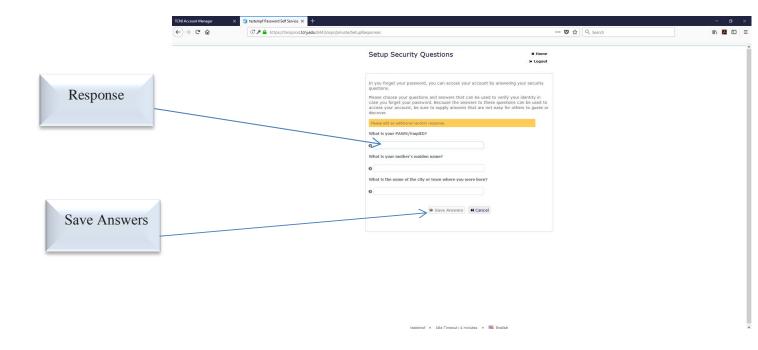
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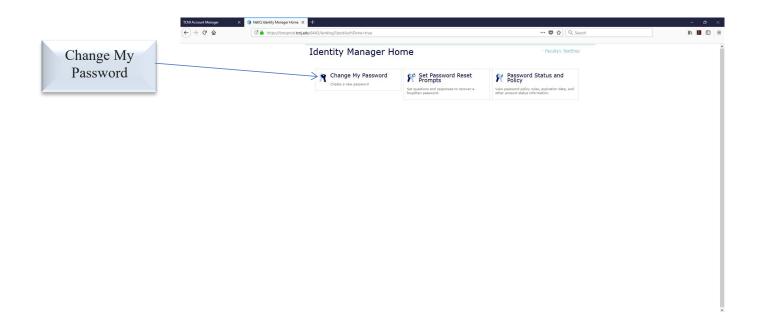
- 4. Type username and password in the appropriate fields
- 5. Click on Login



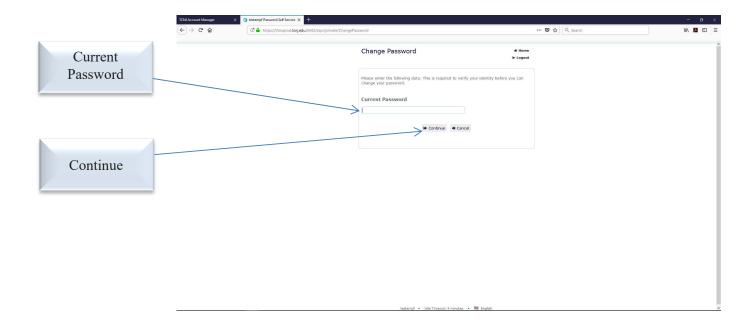
- 6. If the **Security questions** have not been assigned, the user will be prompted to answer them (if the questions are answered, skip to Step 12)
- 7. Answer the questions in the **Response** field
- 8. The questions do not require the correct answer. The response to PAWS/Empl ID could be a phone number or word, such as: **Yankees**
- 9. The user needs to remember the responses for each question, so that the correct response could be provided when required
- 10. The same response cannot be used for all the questions
- 11. When all questions have been answered, click the **Save Answers** button



## 12. Once redirected to the Identity Manager Home page, select Change My Password



- 13. The **Change Password** window will appear
- 14. Type the current password in the Current Password field and select Continue

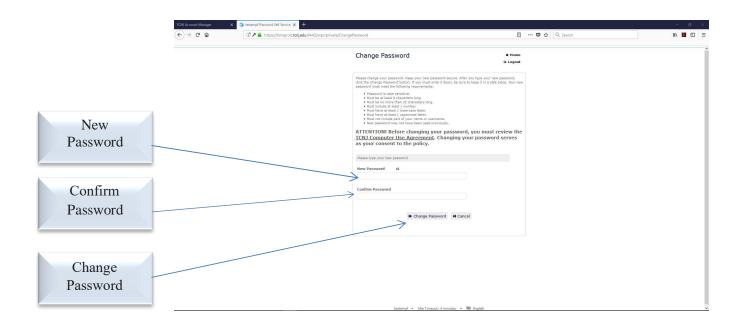


- 15. Type the New password, then retype it in the Confirm Password field
- 16. Click the Change Password button
- 17. The new password has now been updated
- 18. This will be effective for all accounts (Google Apps, PAWS, Canvas, etc.)
- 19. Update password in Eduroam (Wi-Fi) and for email accounts on mobile devices

Passwords cannot include usernames or display names

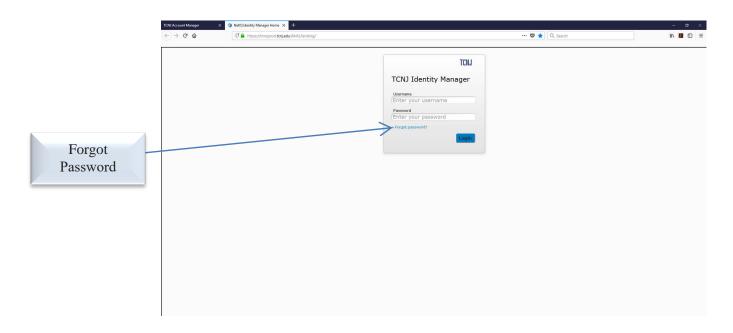
### **Passwords MUST:**

- Be at least 12 characters long and can be up to 32 characters long
- Contain at least one upper case character
- ♦ Contain at least one lower case character
- ♦ Contain at least one numeric character
- ♦ Symbols, such as ! # @ % ^ & ? +, are encouraged but not required

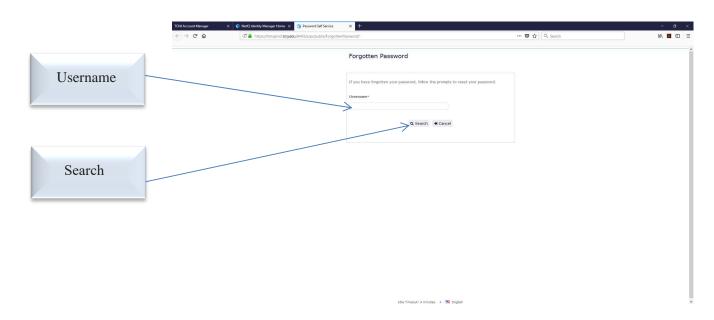


### FORGOTTEN PASSWORD

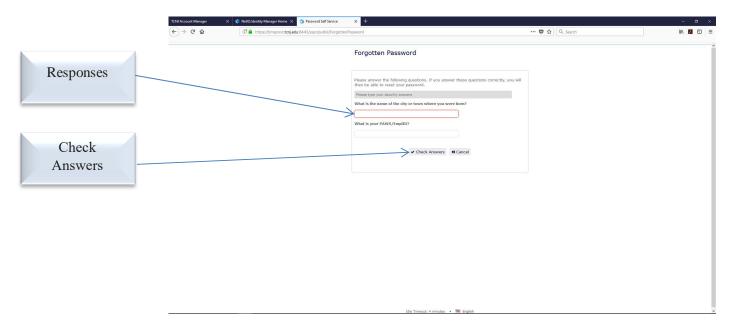
# 1. Click Forgot Password?



# 2. Type Username and click Search



3. Answer the security questions as previously answered in the Response fields and click Check Answers



- 4. The **Change Password** window will appear
- 5. Type the New Password, then Confirm Password
- 6. Click Change Password
- 7. The new password has been updated
- 8. This will be effective for all accounts (Google Apps, PAWS, Canvas, etc.)
- 9. Update password in Eduroam (Wi-Fi) and for email accounts on mobile devices

Passwords cannot include user names or display names

### **Passwords MUST:**

- ♦ Be at least 12 characters long & can be up to 32 characters long
- Contain at least one upper case character
- ♦ Contain at least one lower case character
- Contain at least one numeric character
- ♦ Symbols, such as ! # @ % ^ & ? +, are encouraged but not required

