

The MyCC Password Reset Process

1.) Enter your ID number and click "I forgot my password".

Cambridge College for working adults				
ID Number:	123456	Password/PIN:	Login	I forgot my password

2.) (a) If you have previously logged into MyCC and set up a security question, you will be prompted to answer this security question before clicking the button "Send New Password", which will send a temporary password to your CC-Go e-mail account.

Login - Forgo	t Password	
Username	123456	
If you hav	e torgotten your password, we can s	end a new password to your e-mail address on file. Please check your Spam and Junk folders for the email. If you select this
option, yo	ur old password will no longer wor	K.
Quantian	luthet is used for each of	
Question:	What is your favorite color?	
Answer:		
	Send New Password Cancel	

(b) If you have not logged into MyCC before, you will be prompted to have a new password be sent to the e-mail address on file with Cambridge College.



3.) You will be brought to a confirmation screen which indicates where the temporary password was sent.

Login - Login	
	An e-mail message with your new password was sent to the following email address:
Username:	123456
Password/PIN:	
	L forgot my password
	I forgot my password



Your New Password Dinbox x			
•	IT@cambridgecollege.edu to me		
	Your new password is mG%5^9PfwH@4		

- 5.) Copy and paste or type your temporary password into the password box and click "Submit". You will be brought to the initial Log In page, please click on "OK".
- 6.) If you are a new student, you will be required to create a security question. Please make sure to enter a question that you will remember the answer to.

Login - Manage Password Hint			
When you forget your password, a new one is generated for you (and sent to your e-mail address) and the old one will no longer work. If you want to ensure that only you can have a new password sent to your e-mail address, enter a hint question and answer. A new password will not be generated without your answer boing supplied first.			
Security Question:	What is your favorite color?		
Answer:	red		
	Save Cancel		

7.) Please submit the temporary password as the "Old Password". Type the new password of your creation into the "New Password" and "Confirm Password" tabs. Make sure your password is complex, including uppercase, lowercase, number and symbol characters (ie: #\$%&), and is between 8 and 16 characters in length.

Password		
The new password y	you choose must be complex and between 8 and 16 characters long.	
Old Password:		
New Password:		
Confirm Password:		
	Save	