

# Changing Your Account Password

By Scott Badger

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## Step 1: Reset Your Password

1. Please go to <http://passwordstation.ric.edu>.

RHODE ISLAND COLLEGE PASSWORD STATION  
Version 9.5.12310

Welcome to Password Station  
SELF-SERVICE CROSS-PLATFORM PASSWORD RESET AND SYNCHRONIZATION

Primary Account

User ID:

System Maintenance Messages

**NOTICE:**  
It may take up to 20 minutes for the password change to take effect.  
For any questions call the USS Help Center at 401-456-8803

Privacy Policy & Terms of Use

... system is for use by authorized users only and I represent and warrant that I am an authorized user. Any individual using this system, by such use, acknowledges and consents to the Company to monitor, access, use, and disclose any information generated. Unauthorized and/or improper use of this system, as delineated by Corporate policies, is not tolerated and the Company may take formal action against such individuals.

2. In the User ID field, please enter in your network ID. (i.e., jdoe\_1234 or jsmith) **Note:** Some faculty and staff do not have numbers after their last name.
3. Click “**i agree**”.

## Manage Account

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If you have already enrolled, you can securely reset your forgotten password by answering your private questions.

[Forgot Password](#)



If you have "locked" your account by typing incorrect passwords, you can unlock it by answering your private questions.


[Unlock Account](#)



If you know your current password, but you cannot change it due to dial-up, VPN, or other access restrictions, you can change it here.

[Change Password](#)

4. Click "**Forgot Password**".

 **Reset Forgotten Password for sbadger@ric.edu**

To proceed, select whether you want to authenticate using your security questions or SMS TEXT MESSAGE.

Questions  
 SMS

5. To proceed, select either **Question** or **SMS** (If want to authenticate using your mobile phone, please log into MyRIC and click the "**Mobile Number for RICAlert**" and then enter in your mobile number)
6. Click "**continue**" and then complete the required fields and then click "continue"

 **Reset Forgotten Password for sbadger@ric.edu**

Enter your new password.

New Password:  \*

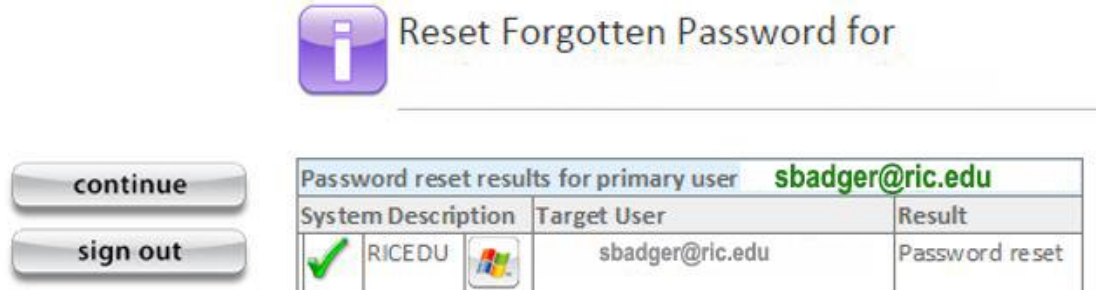
Confirm:  \*

Strength:

7. Please type in a new password and then confirm that password.  
**IMPORTANT:** To further enhance security for students, the upgraded system will require strong passwords. **Your new password must be greater than 10 characters. It must contain at least 2 upper case and 2 lower case characters. It must also contain at least 2 numeric and 2 special**

**characters and the special characters cannot be at the beginning or at the end of the password.** If your password does **NOT** meet all of the required characters, the system will show you what your password is missing.

8. Click “continue”.



9. Click “continue”.
10. You are now back at the Password Station home page. You can close out the window.

### Step 2: Reset Current Account Password

The following steps will show you how to change your current network password to the same password that you created back in “**Step 1: Reset Your Account**”.

(**Note:** If you are on campus, complete Step 2: Reset Current Account Password and complete the steps below. If you are off campus, please visit the Help Desk when you return to have your on campus, local password reset.)

1. Boot up your office machine and log into the network.
2. Press **Ctrl + Alt + Delete**.
3. Select “Change Password”.
4. Do the following:
  - a. **Old Password** – enter in your current network password.
  - b. **New Password** – enter in the same password that you created back in step 8.
  - c. **Confirm** – enter in the same password that you created back in step 8.
5. Click the Right arrow to confirm that your network password has been changed.
6. Your network password has been changed.

## How You Can Check to See When Your Office 365 Password will be Expiring

1. Please go to <http://passwordstation.ric.edu>.

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2. In the User ID field, please enter in your network ID. (i.e., jdoe\_1234 or jsmith) **Note:** Some faculty and staff do not have numbers after their last name.
3. Click **"I agree"**.

Manage Account

Account Information


**Forgot Password**  
If you have already enrolled, you can securely reset your forgotten password by answering your private questions.

**Account Information**  
Displays information about your Password Station managed accounts (e.g., password age, password expiration date, etc.)

**Unlock Account**  
If you have "locked" your account by typing incorrect passwords, you can unlock it by answering your private questions.


**Test Password**  
Do you need to select a new password? First, test your desired password against your organization's password policies.

4. Click **"Account Information"**.
5. To proceed, select either **"Question"** or **"SMS"**. (**Note:** If you want to authenticate using your mobile phone, please log into MyRIC and click the "Mobile Number for RICAlert" and then enter in your mobile number.)

 Account Information for **sbadger@ric.edu**

**continue**

**sign out**

System		Target User	Result
<b>Get Account Info for sbadger@ric.edu</b>			
Description			
✓	RICEDU 	sbadger@ric.edu	Full Name: Badger, Scott E. Account Expires: Never Account Disabled: FALSE Account Locked: FALSE Password Expires: 1/1/2018 3:06:17 AM Password Age: 66 Days, 10 hours, 13 Minutes Display Name: Badger, Scott E. LastLogon: 1/6/2017 4:30:57 PM LastLogonTimeStamp: 3/5/2017 9:39:51 PM

6. You will now see the date when your password expires on.