Changing Your University Network NT/PC (Email) Password from On-Campus

To change your Northwest NT/PC/EMAIL Password you must first log into the NWMSU domain on a campus computer using your current PC username and password.

Passwords are case sensitive. Make sure to type your password with the appropriate uppercase or lowercase characters.

The password to log on to a university computer as a student is your “s2#####” and the eight-character password you would use to log into email. The password must meet three of the following guidelines:

1. Lowercase alphabetic letters
2. Numbers
3. Uppercase alphabetic letter
4. Special character

Example: Crazy4U2 or luvu100%

Below are examples of special characters that work on the Northwest network are:

! (Exclamation)  
# (Pound)  
@ (At)  
$ (Dollar)  
% (Percent)  
* (Asterisk)  
_ (Underscore)  
+ (Plus)

Changing Your NT/PC (Email) Password:

1. After the login process is complete, press down [Ctrl][Alt][Delete] simultaneously.
2. Click on Change Password...
3. Your username should appear in the User name: textbox and NWMSU should appear in the Log on to: list box.
4. Enter your current PC password in the Old Password: textbox and press the [Tab] key.
5. Enter your new password in the New Password: textbox and press the [Tab] key.
6. Enter your new password in the Confirm New Password: textbox to confirm your new password.
7. Click the Ok button.
   - Your PC password is now the newly entered password. Click Ok on the windows password changed dialog box. The next time you login to the PC you will need to use the password you just set.

Need Help?

If you have questions about changing your password from on or off campus, contact the Client Computing—Information Systems Help Desk at 660-562-1634.

You can also view a PowerPoint/Tegrity Presentation about how to change your password from on-campus at the web address:

http://tegrity.nwmissouri.edu/tegrity/acsc/Change NT-PC Password from On-Campus/class/default.htm

If you are off campus, you must change your Northwest NT/PC/Email Password through the Terminal Server. Please see the Off-Campus Access web page for more information about how to connect to and change your password with the Terminal Server:

http://www.nwmissouri.edu/compserv/off_campus_access.htm

The presentation can also be accessed on the On-line Support web page at:

http://www.nwmissouri.edu/compserv/clientcomputing/ClientComputingSupport.htm