



### The MyCC Password Reset Process

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

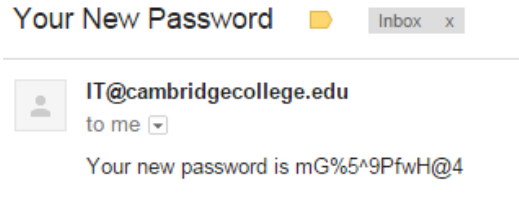
- 2.) (a) If you have previously logged into MyCC and set up a security question, you will be prompted to answer this security question before clicking the button "Send New Password", which will send a temporary password to your CC-Go e-mail account.

- (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.

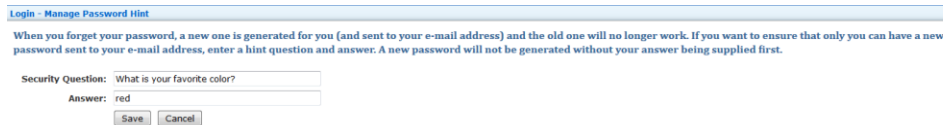
- 3.) You will be brought to a confirmation screen which indicates where the temporary password was sent.



- 4.) Check your email inbox, as well as spam and junk folders for the e-mail from [IT@cambridgecollege.edu](mailto:IT@cambridgecollege.edu) which contains your temporary password.



- 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.



- 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 you choose must be complex and between 8 and 16 characters long.

Old Password:

New Password:

Confirm Password: