

## HOW TO CHANGE YOUR myNOVA PASSWORD

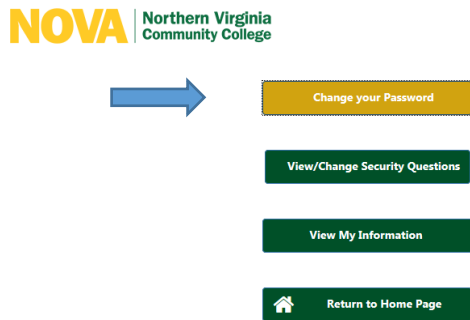
On the NOVA web site, go to the **myNOVA** login screen and log in.

The screenshot shows the myNOVA login portal. On the left, there is a large yellow 'NOVA' logo. Below it, the text 'Northern Virginia Community College' is displayed in green. The login form includes a 'My Username' field with the placeholder 'myusername', a 'My Password' field with masked characters, and a yellow 'SIGN IN' button. Below the button are links for 'Forgot Password | Forgot Username'. On the right side, the text 'myNOVA LOGIN PORTAL' is followed by 'Single Log-In Access, Encrypted and Secure'. Below this are sections for 'TUTORIALS' (listing Student Information System (SIS), Blackboard, Gmail, and Search for ELI (Online) Courses) and 'RESOURCES' (listing Tuition Payment Methods and Deadlines, Library Services, Virginia Community College System (VCCS), and SAILS Early Alert Tool for Faculty and Staff). A 'PROTECT YOUR PRIVACY' section advises logging out and closing browser windows. At the bottom, there is a footer with the NOVA logo, 'Northern Virginia Community College', and social media icons for Facebook and Twitter.

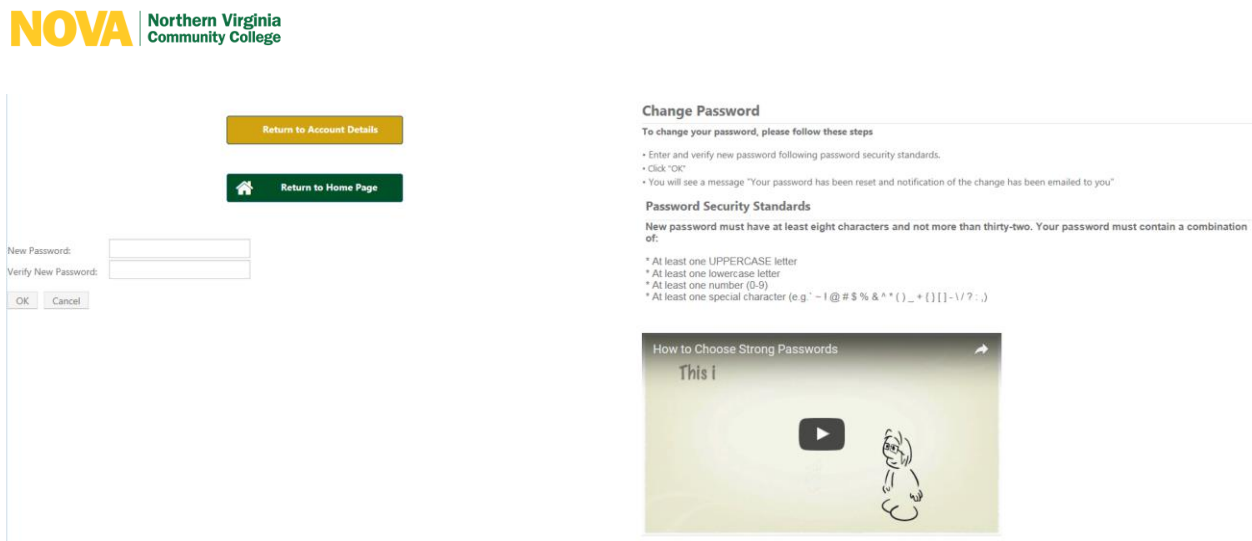
At the portal menu, select 'Account Details' in the upper right hand corner of the page.

The screenshot shows the myNOVA portal menu. At the top left is the NOVA logo and 'Northern Virginia Community College'. On the right, there is a blue arrow pointing to a menu with 'Account Details | Sign Out' and a small robot icon. Below the menu are several icons for different systems: Blackboard learn+, Gmail, LIBRARY SERVICES, SIS (STUDENT INFORMATION SYSTEM), Wizard, SAILS, AIS (ADMINISTRATIVE INFORMATION SYSTEM), HR (HUMAN RESOURCE SYSTEM), and ICE (Innovation Community Exchange).

On the next screen select 'Change your Password'



On the next screen enter your new password in compliance with the Password Security Standards on the right side of the page and select 'OK'.



[Return to Account Details](#)

[Return to Home Page](#)

New Password:

Verify New Password:

### Change Password

To change your password, please follow these steps

- Enter and verify new password following password security standards.
- Click "OK"
- You will see a message "Your password has been reset and notification of the change has been emailed to you"

#### Password Security Standards

New password must have at least eight characters and not more than thirty-two. Your password must be:

- \* At least one UPPERCASE letter
- \* At least one lowercase letter
- \* At least one number (0-9)
- \* At least one special character (e.g. ` ~ ! @ # \$ % & ^ \* ( ) \_ + { } [ ] - \ / ? ; , )

