

## How to Change Your Password

### Objectives

You remember your password but wish to change it.

### Directions

#### 1 — Visit Password Services & Assistance

- Open a web browser and visit Fleming's Password Services & Assistance web page:  
<https://department.flemingcollege.ca/its/services/password/>
- Scroll down and select the green button, "Change Password."

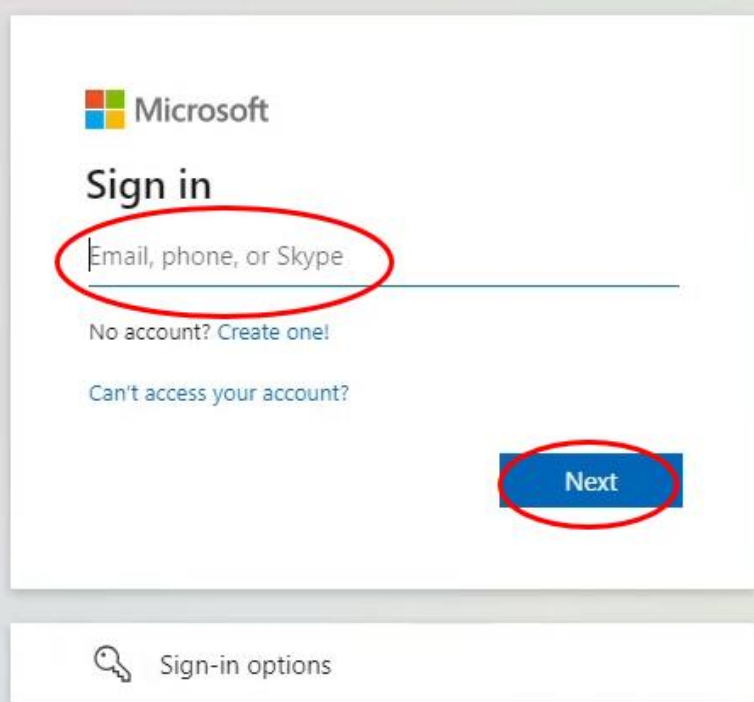
#### Change Your Password

You remember your password but wish to change it:

**Change Password**

#### 2 — Sign In to Microsoft

- Enter your Fleming email address and then select "Next." If you are already signed in to Microsoft, you will be taken directly to the "Change password" screen.



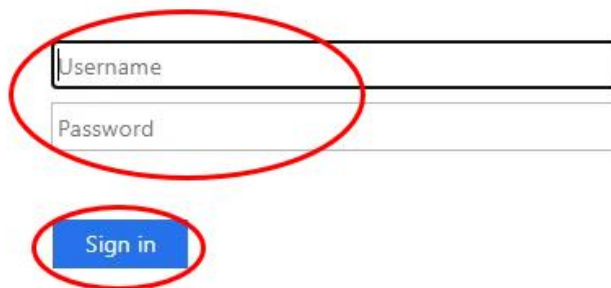
The image shows the Microsoft Sign in page. At the top is the Microsoft logo. Below it is the heading "Sign in". Under the heading is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the sign-in area is a blue button labeled "Next". At the bottom of the page is a section titled "Sign-in options" with a key icon.

- Enter your Fleming username and your current password and then select "Sign in."



Sign in with your Fleming College username  
(e.g. jsmith) and password below.

**DO NOT USE YOUR EMAIL ADDRESS.**



Username

Password

Sign in

- Enter your old (current) password, enter a new password in both text boxes, and then select "Submit."



 **FLEMING**

## Change password

User ID  
[redacted]@flemingcollege.ca

Old password

Create new password

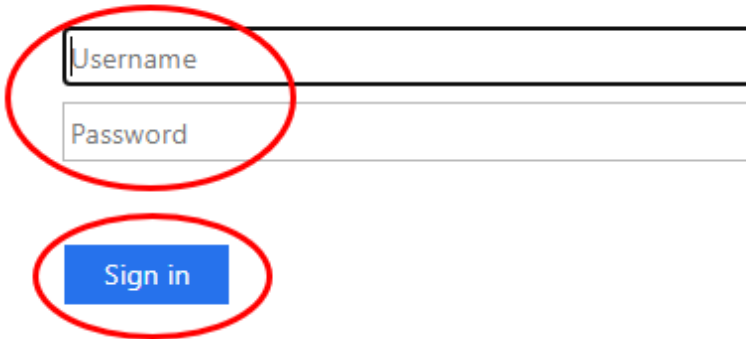
Confirm new password

Submit Cancel

### 3 — Test Your New Password

- Open a web browser and visit the myCampus sign-in web page:  
<https://mycampus.flemingcollege.ca/>
- Select "Log in with Fleming ID," enter your username and new password, and then select "Sign in."

Sign in with your Fleming College username  
(e.g. jsmith) and password below.  
**DO NOT USE YOUR EMAIL ADDRESS.**



The image shows a sign-in form with two input fields and a button. The top field is labeled 'Username' and the bottom field is labeled 'Password'. Below these fields is a blue button labeled 'Sign in'. Red circles are drawn around the 'Username' field, the 'Password' field, and the 'Sign in' button.