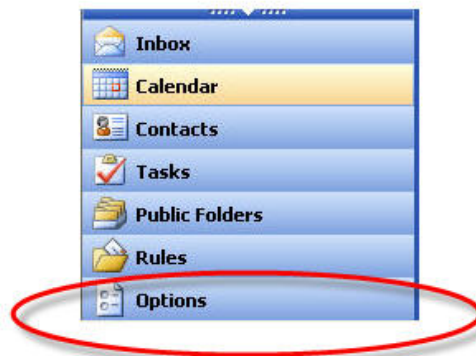


Changing Your Password Via Outlook Web Access (OWA)

1. Navigate to Outlook Web Access at <http://mail.bergen.edu>
2. Enter your username¹ and password. If you cannot log in and need to have your password reset, please contact the help desk at 201-447-7109. Be prepared to verify your identification².

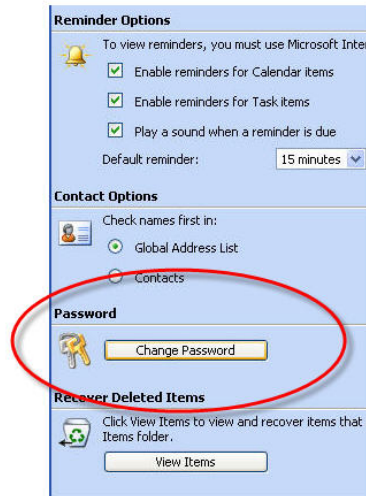
3. After logging in, click the “Options” button on the bottom of the left side of your screen:



¹ Username (or account) is usually the first initial of first name, and full last name (ex: John Doe = jdoe)

² Please be sure you have your BCC Identification and your Social Security Number handy.

4. Scroll down and click the “Change Password” button:



5. Enter the following information:

Domain is Admin_NT

Account is same as Username

Old Password (if helpdesk reset your password, enter that as your old password)

Enter a new password³ and retype it in the Confirm new password field



³ Passwords must be 6 characters or more in length and must contain characters from **ALL** of the following categories:

- Uppercase Characters (A through Z)
- Lowercase characters (a through z)
- Numerical digits (0 through 9)

Passwords may not contain your user name or any part of your full name.