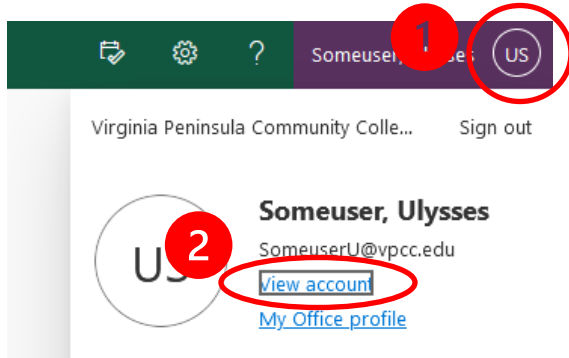
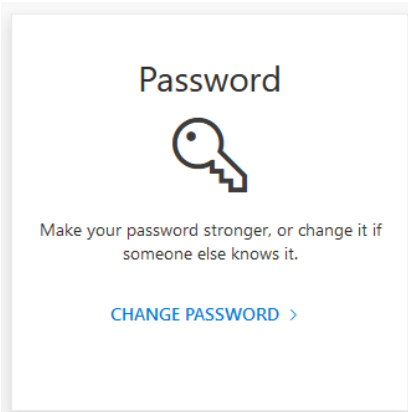


## Change your password in Microsoft 365

After you are signed into Microsoft 365 at office.com, 1) select your user profile picture/initials in the upper right corner and 2) choose View Account.



On the resulting page, find and select the **Password** block or use the Password menu item on the left. Enter your existing password and then enter your new password and confirm it.

A screenshot of the 'Change password' form in the Microsoft 365 interface. The form is titled 'Change password' and includes the Virginia Peninsula Community College logo. It displays the user's ID as 'SomeuserU@vpcc.edu'. There are three input fields: 'Old password', 'Create new password', and 'Confirm new password'. At the bottom, there are two buttons: a green 'Submit' button and a blue 'Cancel' button.

### VPCC Account Password Requirements

- Password must not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Cannot re-use previous passwords.
- Be at least thirteen characters in length
- Contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (@ # \$ % ^ & \* - \_ ! + = [ ] { } | \ : ' , . ? / ` ~ " ( ) ; < >)

Passwords must be changed every 180 days.