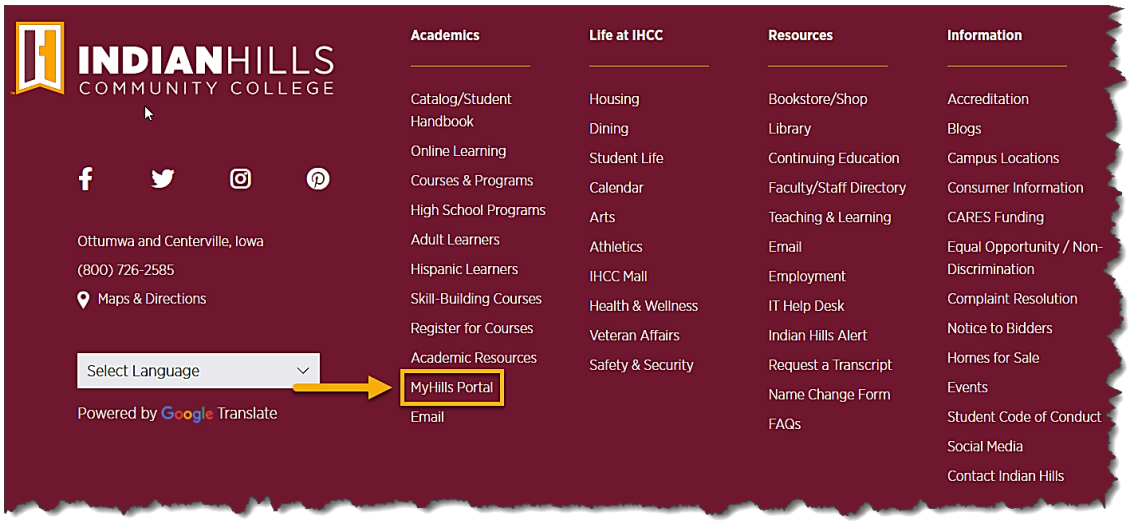
Computer Tutorial
Change Your Password

Purpose: To show students how to change their password to log in to MyHills, WIN, and Student WebMail.

Important: When you were accepted to Indian Hills Community College, a username and a password were created for you to access MyHills, WIN, and Student WebMail. If you change your password to access MyHills, you are also changing your password to access WIN and Student WebMail.

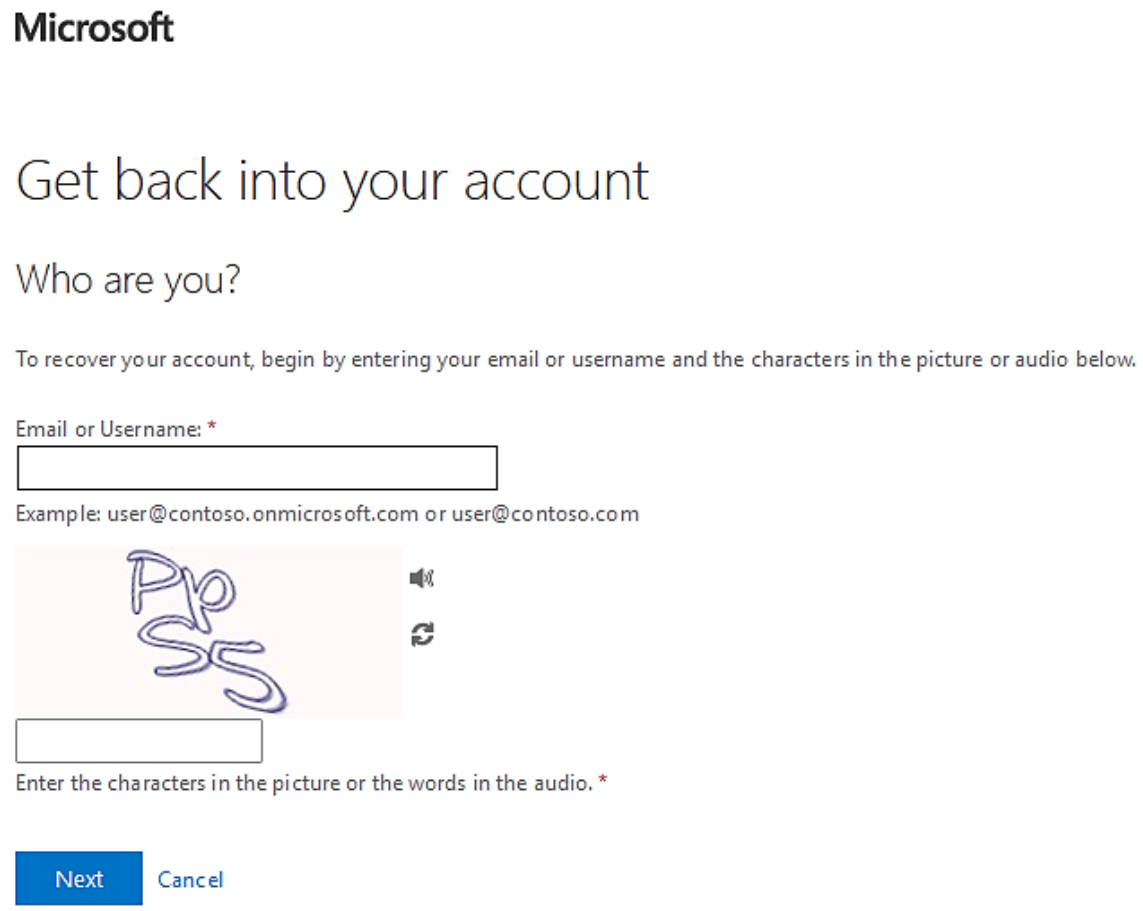
On the IHCC website (www.indianhills.edu), click "**MyHills Portal**" from the footer on any page.



You are now on the "MyHills Portal Login" page.

If you forget your password or would like to change your password, click "**Forgot my Password**".

The "Password Maintenance" page will open. Follow the instructions to change your password.



Note: Remember, your new password must be six to nine characters in length, and must contain *at least* one capital letter, one lowercase letter, and one number.

Congratulations! You now know how to change your password.

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the ***IT Help Desk***
Phone: *(641) 683-5333 |* ***Email:*** *helpdesk@indianhills.edu |* ***Web:*** *www.indianhills.edu/helpdesk*