



How to Change Umail Password through the Web

To change the password that you use for Umail, VPN, PPP or the wireless network through the web, go to <http://changepassword.union.edu>

The following dialog box will appear:

Windows Domain/Umail Password Change

NOTE: If you do not remember your current password, you cannot change it. In this case, please call Information Technology Services at (518-388-6293) to have your password reset.

Your new password has to meet the following criteria:

1. is not the same as your previous password;
2. does not contain your account or full name;
3. is at least 8 characters long;
4. contains at least three of the following four character groups:

English uppercase characters (A through Z);
English lowercase characters (a through z);
Numerals (0 through 9);
Non-alphabetic characters (such as ~,!,@,#,\$,%,&,*,(,),_,+,?,>,<)

1. Enter your login name:

2. Enter your current password:

3. Enter your proposed new password:

4. Retype your proposed new password:

Enter your username at item 1 and your current password at item 2 (this may be the initial password as provided to you by ITS). In item 3, enter your new password which must be at least 8 characters in length). Re-enter the new password in item 4. Then click the **Change Password** button.

You should see a message that **Your Password Has Been Successfully Changed...** (as shown below). If you do not see a success message, please contact ITS at 518-388-6293.

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1. Enter your login name:

2. Enter your current password:

3. Enter your proposed new password:

4. Retype your proposed new password:

Your Password Has Been Successfully Changed...

Once you have successfully changed your password, you may check your email by going to <http://umail.union.edu> or clicking on the **Umail** link on the left side of the dialog box (as shown below).

Windows Domain/Umail Password Change	
Union College	<p>NOTE: If you do not remember your current password, you cannot change it. In this case, please call Information Technology Services at (518-388-6293) to have your password reset.</p> <p>Your new password has to meet the following criteria:</p> <ol style="list-style-type: none">1. is not the same as your previous password;2. does not contain your account or full name;3. is at least 8 characters long;4. contains at least three of the following four character groups: <p>English uppercase characters (A through Z); English lowercase characters (a through z); Numerals (0 through 9); Non-alphabetic characters (such as ~,!,@,#,\$,%,&,^,&,*,(,),_,-,+,?,>,<)</p> <p>1. Enter your login name: <input type="text" value="parlettm"/></p> <p>2. Enter your current password: <input type="password"/></p> <p>3. Enter your proposed new password: <input type="password"/></p> <p>4. Retype your proposed new password: <input type="password"/></p> <p><input type="button" value="Change Password"/></p> <p>Your Password Has Been Successfully Changed...</p>
Information Technology Services	
Blackboard	
Schaffer Library	
Umail	
Contact ITS	
ITS FAQs	
ITS Training	
ITS Documentation	
Curricular Support	
USTAR	
Course & Exam Schedule	
Student Events Calendar	
Advisor's Advisor	
FACULTY Help Desk	
STUDENT Help Desk	