

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://web.union.edu/password/>

The following dialog box will appear:

Union College	Windows Domain/Umail Password Change
Information Technology Services	This form allows you to change your Umail (Union Web Mail) password.
Blackboard	The password change is protected with 128-bit SSL encryption. Please follow the numbered steps below to complete the process.
Schaffer Library	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.
Umail	Your password should be at least 6 characters in length, and include a mix of uppercase letters, lowercase letters, digits, and possibly non-alphanumeric characters, eg. (!, %, /, <, >...) Also, don't use words found in the dictionary, or personal data that may be easily guessed. These measures will ensure that your password remains safe.
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	

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 6 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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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).

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Contact ITS	1. Enter your login name: <input type="text" value="parlettm"/>
ITS FAQs	2. Enter your current password: <input type="password"/>
ITS Training	3. Enter your proposed new password: <input type="password"/>
ITS Documentation	4. Retype your proposed new password: <input type="password"/>
Curricular Support	<input type="button" value="Change Password"/>
USTAR	Your Password Has Been Successfully Changed...
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