



How to Change Initial Password through Self-Service

Before you use any Union College network services, you must change your initial password.

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

The following dialog box will appear:



Change – Select this option if you know your current password (including an initial password provided by ITS) and would like to change it.

Enter your given username and assigned password, and then type your new password and confirm it. ***Make sure your new password meets the criteria listed.***

If you need assistance, please contact the Academic Help Desk at 518-388-6400.