HOW TO CHANGE YOUR PASSWORD ON OR OFF CAMPUS

You can change your password on or off campus at any time.

To change your password on or off campus:

1. Go to [https://password.napier.ac.uk/](https://password.napier.ac.uk/).
2. Click **Change My Password**:

   ![Change My Password](image)

   **Welcome to Password Manager**
   - I want to: [Change My Password]
   - Enrol for Password Manager

   **Forgotten Password / Password Not Working?**
   You will need to have enrolled for the Password Manager before being able to use the reset password function.
   - Reset My Password

   *If you have any problems, please do not hesitate to contact the IT Support Desk by:*
   - email: citsupport@napier.ac.uk
   - Phone: +44 (0)131 403 3000

   The Password Change screen will appear:

   ![Password Change](image)

   **Welcome to the Password Manager.**
   - Log in below to change your Edinburgh Napier University password.
   - Then click Next.
   - Select Language: English (United Kingdom)
   - Username:
   - Current Password:

3. In the Username field enter your **Login ID**.
4. In the Current Password field enter your **current password**.

5. Click **Next**. The Password Change screen will appear:

![Password Change](image)

6. Enter your **New Password**.

   Your new password:
   - Must contain at least 7 characters
   - Must not contain more than 16 characters
   - Must contain at least 1 letter
   - Must contain at least 1 digit (number)
   - Must not contain your username
   - Must be different from your previous password

   As you type your new password you will see the icons next to the password requirements change. If your new password meets all the requirements then you will see a series of green ticks next to the requirements (see example below):

![Password Change](image)
7. In the Confirm new password field **re-enter your new password**.
8. Click **Finish**. You will see a screen confirming that your password has been changed:

![Password Change](image)

Once you have changed your password you are advised to log out and log back in again using your new password.

**Please note:** on campus users can also change their passwords using the following methods:

- Go to Start > All Programs > Specops Software > Specops Password Reset > Change Password.
- Press Ctrl, Alt, Del, choose Change a Password and follow the on screen instructions.