



Password Guideline & Reset Tutorial

Description

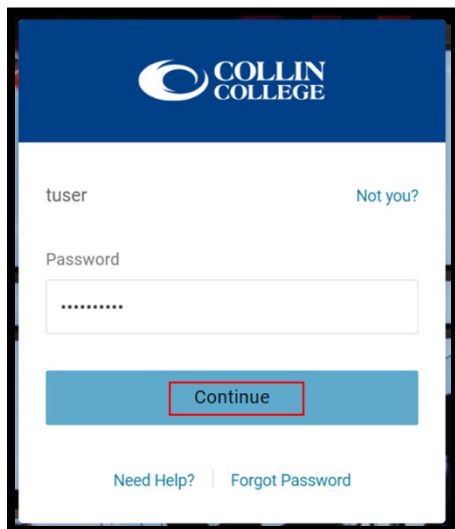
This article outlines the criteria for resetting a password and includes a step-by-step guide on resetting your network password in the OneLogin portal.

Criteria

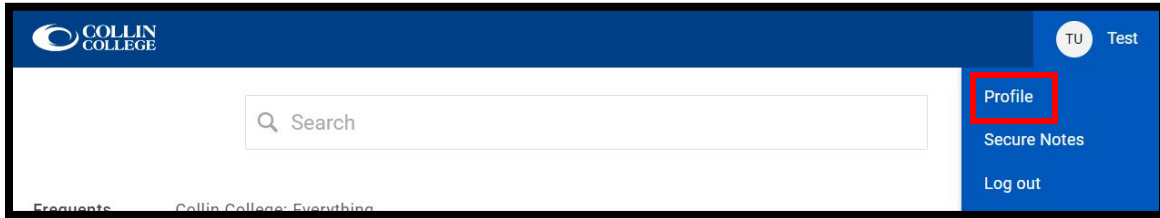
- **Character Requirements:** Include at least one uppercase or lowercase letter, number, and special character.
- **Minimum Length:** Passwords should be at least 8 characters long, with a recommendation of 12 or more for added security.
- **Password Suggestions:**
 1. Avoid using any part of your username in your password.
 2. Do not reuse passwords from other accounts.
 3. Users are responsible for changing their access codes on a regular basis.

Process

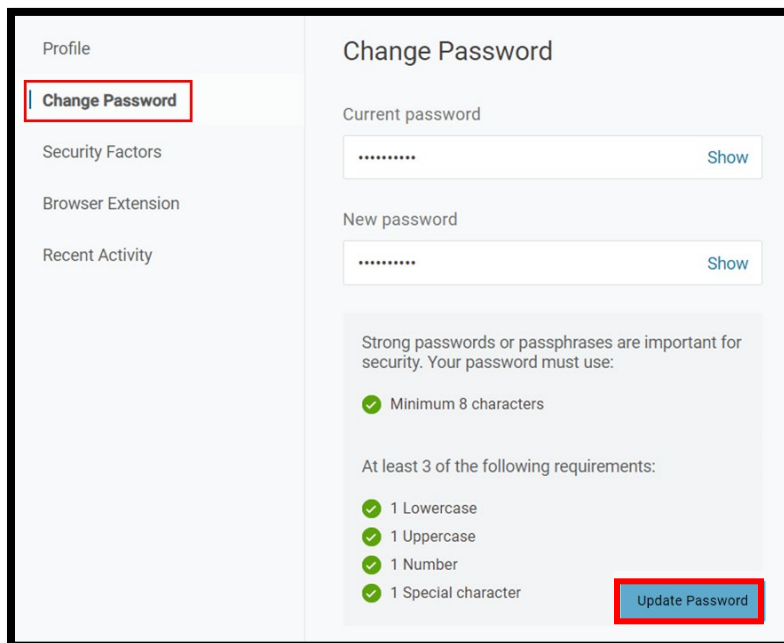
- Navigate to the OneLogin Portal website: collin.onelogin.com



- Locate the **"Profile"** tab.



- Select the **"Change Password"** tab, type out your current and new password, and select the **"Update Password"** button.



Need Assistance?

Contact the Help Desk via phone call at **972.548.6555** or via email at helpdesk@collin.edu with questions/concerns you may have. For more information about cybersecurity best practices please visit this [the Cybersecurity Best Practices web page](#).

You can also watch the [Password Reset Tutorial video \(1 min\)](#)