



## How to Change your BACNET Active Directory Account Password

### Summary

You need to **change** your password when it is about to expire or has been compromised. You **reset** your password when you have forgotten what it is, or it has expired. **These are directions for how to change your password.**

There are two ways to change your BACNET password. One if you have access to a computer on Campus, one if you are remote or do not have access to a Campus computer.

#### From a Campus Computer:

Log into a computer on Campus. If your password has expired, you will be forced to change it as you log into the computer.

If your password has not expired, hold down the “**Ctrl-Alt-Delete**” keys. Select “**Change a Password...**” enter your old password and your new password twice.

Log off the Campus computer.

**Students please note:** This will only change your Active Directory password used to login to the College desktops and Self Service, This will **not** change your **Google Apps for Education Account** (your email account password)

#### From a Computer off-campus:

These Instructions assume that you already registered to use the Password Reset system.

**Step One:** Using Internet Explorer go to the webpage: <https://myabbey.bac.edu> Click on the “**Forgot Password**” link. (Do not log into Self Service.)

**Step Two:** Click on the “**Change Password**” on the bottom left hand side of the webpage or use the Sign In form in the center of the webpage.

**Step Three:** Enter your username and password. (Note: Students your username is the part before @abbey.bac.edu in your email address). Then click the “**Login**” button.

**Step Four:** Enter your current password and your new password twice. Passwords must meet the following standard:

- 20 characters or longer
  - Use 4 or 5 random words
  - Use truly random words; do not use a phrase from a book, movie, or song.
- You may not use one of your last 24 passwords

**Students please note:** In addition to changing your Active Directory password used to login to the College desktops and Self Service, you will also change your password for **Google Apps for Education Account** (your email account password).

Once you have entered your old password and entered a new password twice, click on the “**OK**” button.

**Step Five:** Now that you have successfully changed your password logout of the website and close the browser window.  
**(If you are logged into a Campus computer logoff)**

**Step Six:** Make sure to log out of any computers still using your old password. Also update your new password on any home computers or mobile devices you have configured to check your Campus email.