

Changing Your Sample Student Account Password

The purpose of this job aid is to assist you with changing your sample student account password. Your password is **reset two times a year at the same time your employee password is reset**. Follow these directions after your employee password is reset, or when you need to reset the password for security purposes.

Part A: Navigate to the Password Reset Web Page

1. Open your web browser (Chrome, Firefox, Safari, or Internet Explorer).
2. Navigate to the web address: <https://pw.miracosta.edu/Staff>
3. Notice that the title of the web page is **MiraCosta Password Management System Employee Password Information**.

Part B: Changing Your Password

1. Enter your sample student login into the **Staff/Faculty Active Directory** box. Your sample student account is the same as your MiraCosta faculty account with a –student at the end. Example: *kkorstad-student*.



Enter your Surf ID:

Staff/Faculty Active Directory kkorstad-student

Continue

2. Click the **Continue** button
3. **Enter your current password** in the box. This is the password you have used prior to the password reset. If you do not know this password, call the **Employee Helpdesk** at **760-795-6850** for a temporary password.



Verify password

Enter password for Staff/Faculty Active Directory:

Enter current password

Verify password

* If you answered the **Security Questions** during a previous session in the password reset tool that option will display here and you can use those instead of a password to verify your identity.

4. Click the **Verify password** button.

- Click the **Change passwords** link.



- Enter your new password in the **New password** box, then type it again in the **Confirm** box. Your password must meet the requirements listed below. Use the drop-down to view example/suggested passwords.

Enter a new password:

The password must:

- have at least 8 characters
- have both upper and lower case characters
- have at least 2 letters
- have at least 1 digits
- not be the profile ID or name
- not be the profile ID or name backwards
- not contain the profile ID or name
- not contain the profile ID or name backwards
- not be the rearranged profile ID or name
- must not contain spaces or be the same as any of the last 10 passwords
- have no more than 2 pairs of repeating characters
- contain only characters available on a standard English (US) keyboard. [List of valid characters](#)

Suggested password:

6 New password:

Confirm:

7

- Click the **Change passwords** button.

8. View the results of your password reset.

Successful Password Change

Congratulations, you have successfully changed your password and may now log on to Blackboard as a sample student with your sample student login and password.

Password change results:

Account	Target system	Password changed?	Result
kkorstad-student	Staff/Faculty Active Directory	Yes	Success

Unsuccessful Password Change

You will be prompted to enter the new password again. A reminder about password format requirements will display in the red box at the top of the page.

Change passwords

✘ **The password must:**

- have at least 1 digits
- have at least 8 characters
- have both upper and lower case characters

Enter a new password:

The password must:

- have at least 8 characters
- have both upper and lower case characters
- have at least 2 letters
- have at least 1 digits
- not be the profile ID or name
- not be the profile ID or name backwards
- not contain the profile ID or name
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- not be the rearranged profile ID or name
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Suggested password: ▼

New password:

Confirm:

Change passwords

