Employee Password Reset

Employee passwords expired at 5 a.m., Monday, October 25, 2010. Passwords must be reset in order to access network resources (wired and wireless) including email, calendar, SURF, Blackboard, Web Portal and Library digital resources.

Passwords for ATI Filer, EduStream, Etudes NG, Moodle, Online Paystubs, Resource 25, SARS-GRID, TracDat, or WebCMS are not affected by this expiration. Click here for details about changing passwords for other MCC systems.

INSTRUCTIONS FOR CHANGING PASSWORDS
(printable PDF version)

1. **Design your new confidential password.**
   Refer to the Password Requirements and Recommendations (in the orange table on the right) and design your new confidential password.

2. **Enable Pop-ups.**
   Ensure that **pop-ups are enabled** in the browser. (MAC users: if Safari doesn't work, use Firefox).

3. **Go to Self-Service Login.**
   Click the logo or link below:
   https://pw1.miraCosta.edu/Staff/nph-psf.exe

4. **Login to Self-Service Login.**
   On the Self-service login page, enter your login ID (your username, for example: gjetson) in the Login ID for Staff/Faculty Active Directory field and click Log in.

   If the login ID is entered incorrectly, an error will appear:  "Authentication list is not set up.  Contact help desk."  Contact the Employee Help Desk at 760 795-6850, or, ext. 6850.

5. **Enter your current password.**
   On the Verify password screen, enter your current password (NOT your new confidential password). Click Continue.

   If there are any error messages, contact the Employee Help Desk at 760 795-6850, or, ext. 6850.

6. **Main menu select: Change passwords.**
   On the Main menu, select Change passwords.

   After three failed attempts, the system will be locked ("You are locked out of P-Synch due to too many invalid login attempts.  Contact the help desk."). Contact the Employee Help Desk at 760 795-6850, or, ext. 6850.

7. **Enter new password.**
   On the Change passwords for <username> [USERNAME] page, enter a new password for (username) in both the New password and Confirm fields. Click Change passwords.

   If unsuccessfully changed, the Change passwords: Results page will

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**PASSWORD REQUIREMENTS**
* Must be at least eight (8) characters in length
* Contain minimum 1 uppercase letter, 1 lowercase letter, and 1 number or symbol
* Cannot have been used in the previous ten (10) passwords
* Cannot contain your account name or full name, intact or with the letters rearranged
* Cannot have more than two (2) pairs of repeating characters
* Cannot contain spaces (may use the underscore symbol _)
* Cannot use control characters (e.g., return, tab)

**PASSWORD RECOMMENDATIONS**
* Include at least 16 characters
* Be a passphrase rather than a password (write a full sentence for your password); be sure to misspell a word or two

In accordance to the District’s Security Plan (available at the SPIT Procedures and Guidelines website), employee passwords are administratively expired twice each year, March and October.

This single password is used for the following systems: SURF, MiraCosta email and network access, Blackboard, wireless network access, sFTP and PeopleSoft Financials.

Employee Help Desks:
Technology or Facilities

SURF for Employees
Help Resources

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indicate this with specific error messages. Contact the Employee Help Desk at 760 795-6850, or, ext. 6850, if unable to resolve.

When successfully changed, the Change passwords: Results page will indicate this ("Your passwords were changed on all targets."). To exit P-Synch**, click Close this window.

**At this point you may update your security questions and answers. Currently, these are not required but when this feature is completed, you can login to the Self-Service login if the password is forgotten by remembering these security questions and answers you selected. Otherwise, exit P-Synch.

7. **Exit Self-Service login; close window.**
You will be returned to the Self-service login page. To exit, click Logout.

8. **Use new password.**
Now, login to your email, etc. using your new confidential password.

Please contact the Employee Technology Help Desk (https://portal.miracosta.edu/) with any questions or issues about this process (helpdesk@miracosta.edu, 760 795-6850 or, ext. 6850).