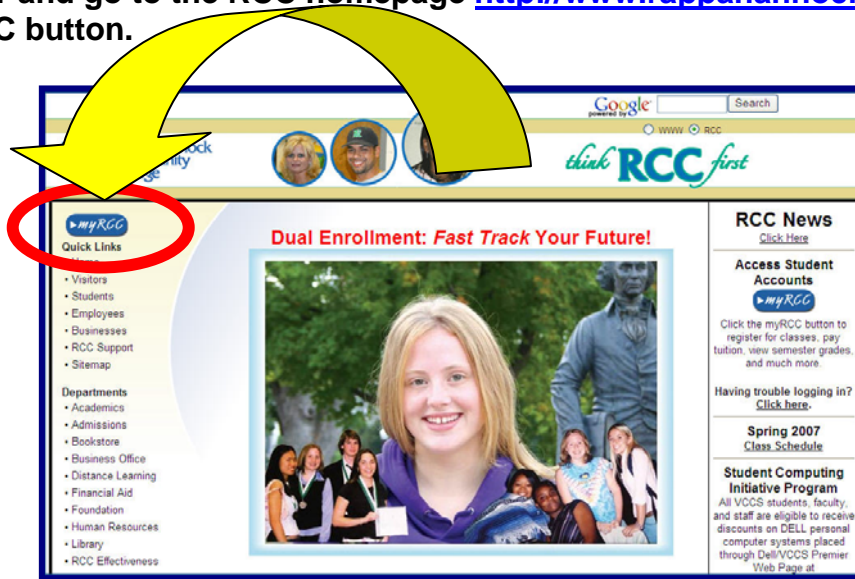


# Change Your Password

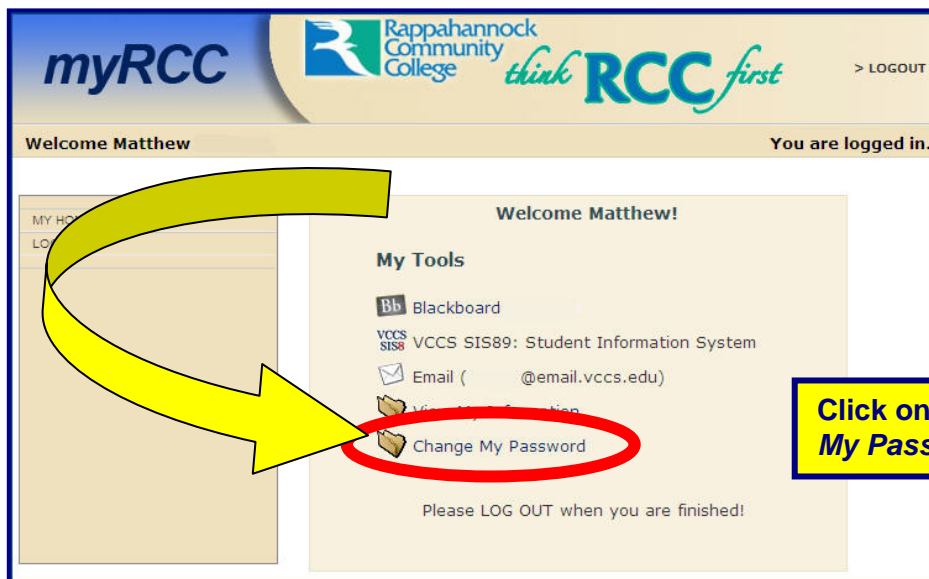
Open your browser and go to the RCC homepage <http://www.rappahannock.edu> and click on the *myRCC* button.



Log in



myRCC Tools



**Change Your Password page.** Use between seven and ten characters. Password must contain at least one number, one uppercase letter, and one lowercase letter. We strongly suggest that you don't use special characters (#, \$, %, etc.) at this time.

The screenshot shows the 'myRCC' interface for Rappahannock Community College. The user is logged in as Matthew. The page is titled 'Step 1 of 2: Set a New Password'. It contains three password input fields: 'Current Password', 'New Password', and 'Retype New Password'. To the right, there are instructions: 'New password must have at least seven characters and not more than ten (more password hints). Your password must contain a combination of: At least one UPPERCASE letter, At least one lowercase letter, and At least one number (0-9)'. Below this is 'Step 2 of 2: Set a Security Question'. The question is 'Place of Birth' and the answer is 'Germany'. A 'Next' button is circled in red. Four yellow callout boxes provide instructions: 1. Enter your Current Password. 2. Enter a new Password twice. 3. Enter a Security Question and Answer. Please use a question with a one-word answer. 4. Click the Next button.

Once you have changed your password you will receive a message that says **“You have successfully changed your password. Please allow up to 10 minutes for your new password to be accepted by Blackboard, VCCS SIS8, and Email.”**

The screenshot shows the 'myRCC' home page for Matthew Packett. A success message is displayed: 'Welcome Matthew! You have successfully changed your password. Please allow up to 10 minutes for your new password to be accepted by Blackboard, VCCS SIS8, and Email.' Below this is a 'My Tools' section with links for Blackboard (mep29), VCCS SIS8 (VCCS SIS89: Student Information System), Email (mep29@email.vccs.edu), View My Information, and Change My Password. A 'Please LOG OUT when you are finished!' message is at the bottom. A 'LOG OUT' link is circled in red in the top right corner. Two yellow callout boxes with red borders contain the text: 'Remember: Click the LOG OUT link when you are finished!'.