

Student User Account Password Change

1. Log into Student Self Service using your provided User ID and Password. Stander User ID and Password formats area as follows;

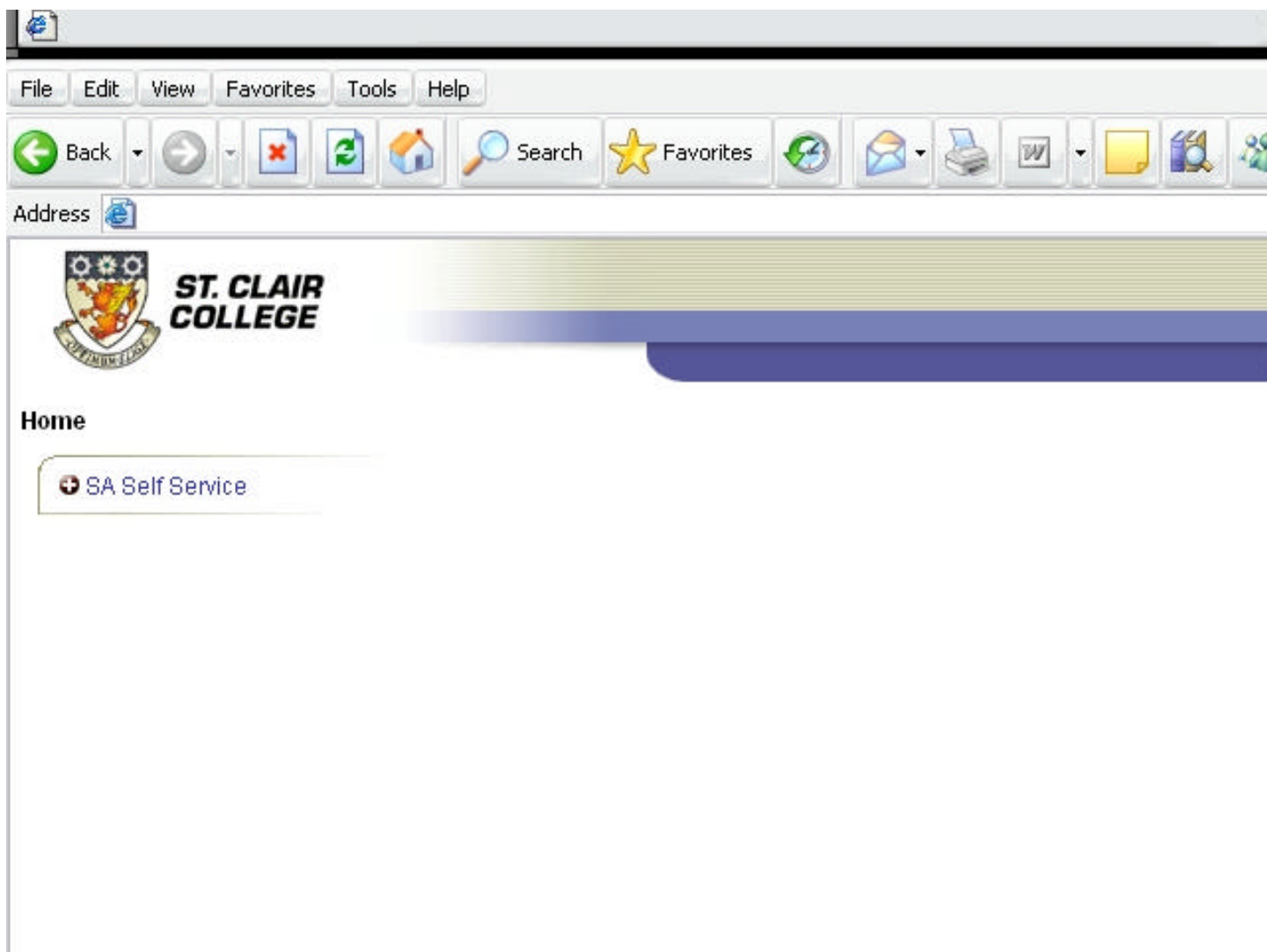
User ID = W + student number.

Password = First 2 letters of you first name (uppercase) + first 2 letters of your last name (uppercase) + last 4 digits of your student number.

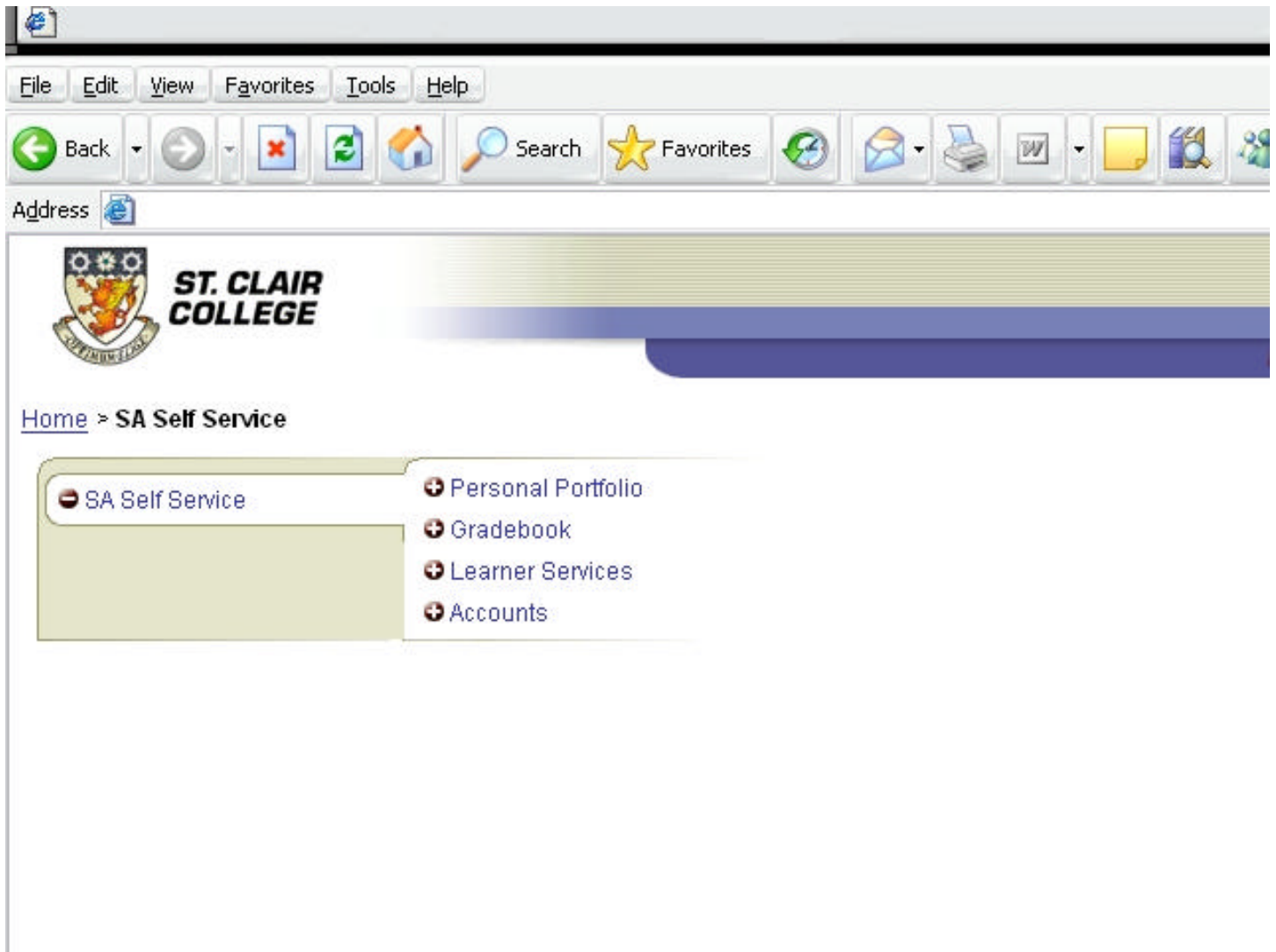
Sample – First Name: Sample
Last Name: Student
Student Number: 1234567

User ID = **W1234567**
Password = **SAST4567**

2. Click the 'SA Self Service' link.



3. Click 'Accounts'.



The screenshot shows a web browser window with the following elements:

- Browser Menu:** File, Edit, View, Favorites, Tools, Help.
- Navigation Bar:** Back, Forward, Stop, Refresh, Home, Search, Favorites, Print, Mail, Print, Word, PDF, and other utility icons.
- Address Bar:** Address [icon]
- Page Header:** St. Clair College logo and name.
- Breadcrumbs:** Home > SA Self Service
- Navigation Menu:**
 - SA Self Service (selected)
 - Personal Portfolio
 - Gradebook
 - Learner Services
 - Accounts


5. Click the 'Add' button to add a password change request. Note – do not change the value in the User ID field. You can only add a password change request for your User ID.

Student Password Change - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address



**ST. CLAIR
COLLEGE**

[Home](#) > [SA Self Service](#) > [Accounts](#) > [Use](#) > **Change Password**

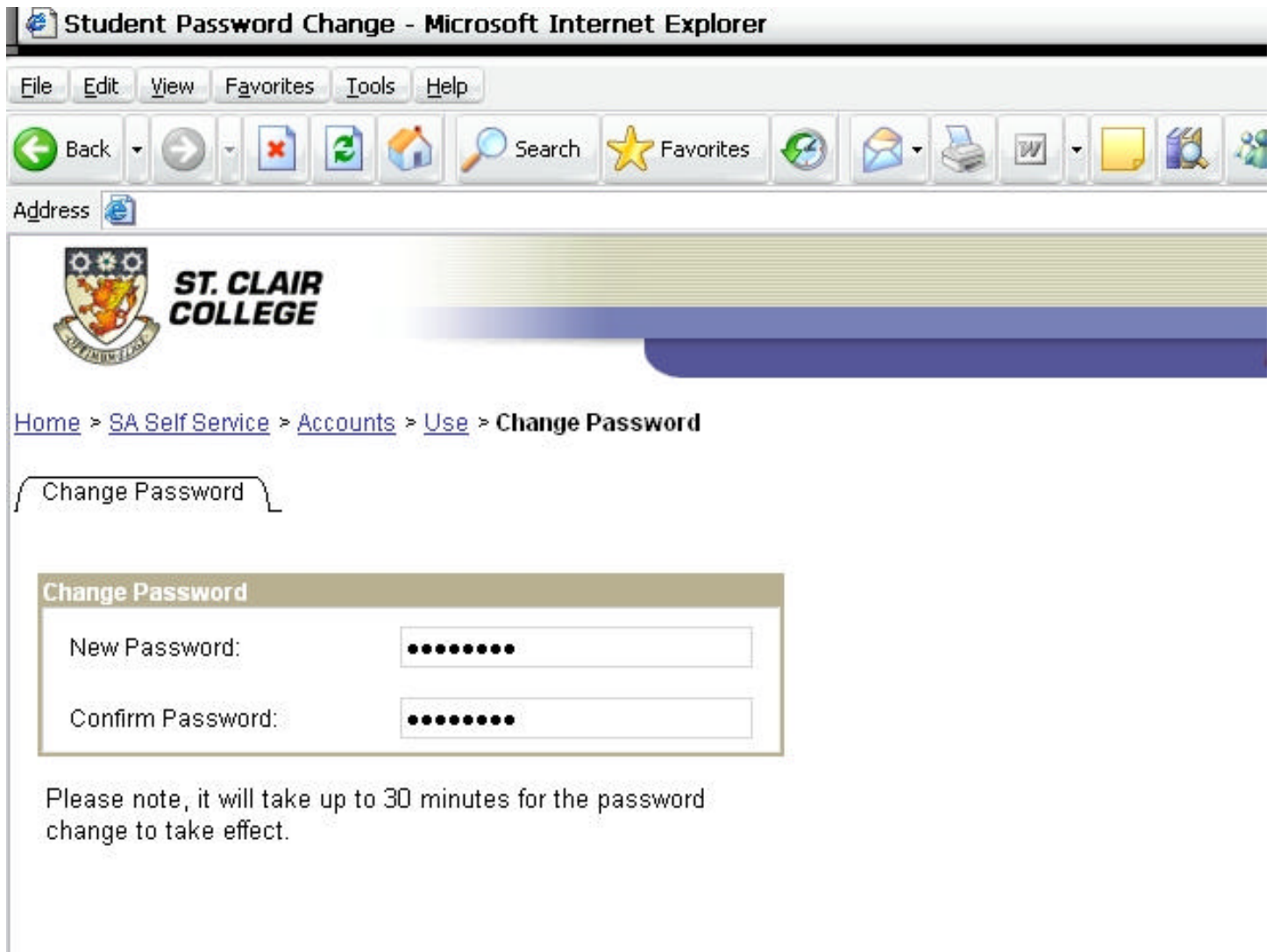
Change Password

Add a New Value

User ID:

[Find an Existing Value](#)

6. Enter your new password in the New Password field. Your new password must be at least 6 characters long. Re-enter your new password in the Confirm Password field.




Student Password Change - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

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 **ST. CLAIR COLLEGE**

[Home](#) > [SA Self Service](#) > [Accounts](#) > [Use](#) > **Change Password**

Change Password

Change Password

New Password:

Confirm Password:

Please note, it will take up to 30 minutes for the password change to take effect.

7. Click the 'Save' button at the bottom of the page to submit your password change request. It will take up to 30 minutes for the password change process to complete.