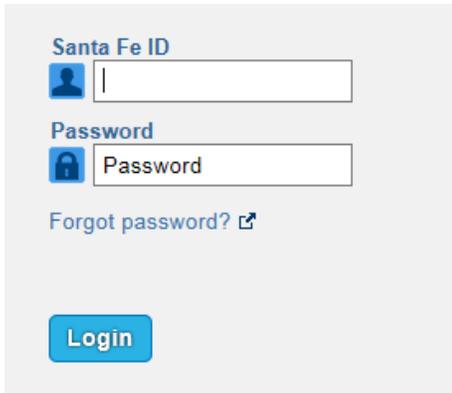


To change your employee password, go to this web address:

<https://apps.sfcollege.edu/chgpswd/>

When the page loads, you will see a box similar to this one:

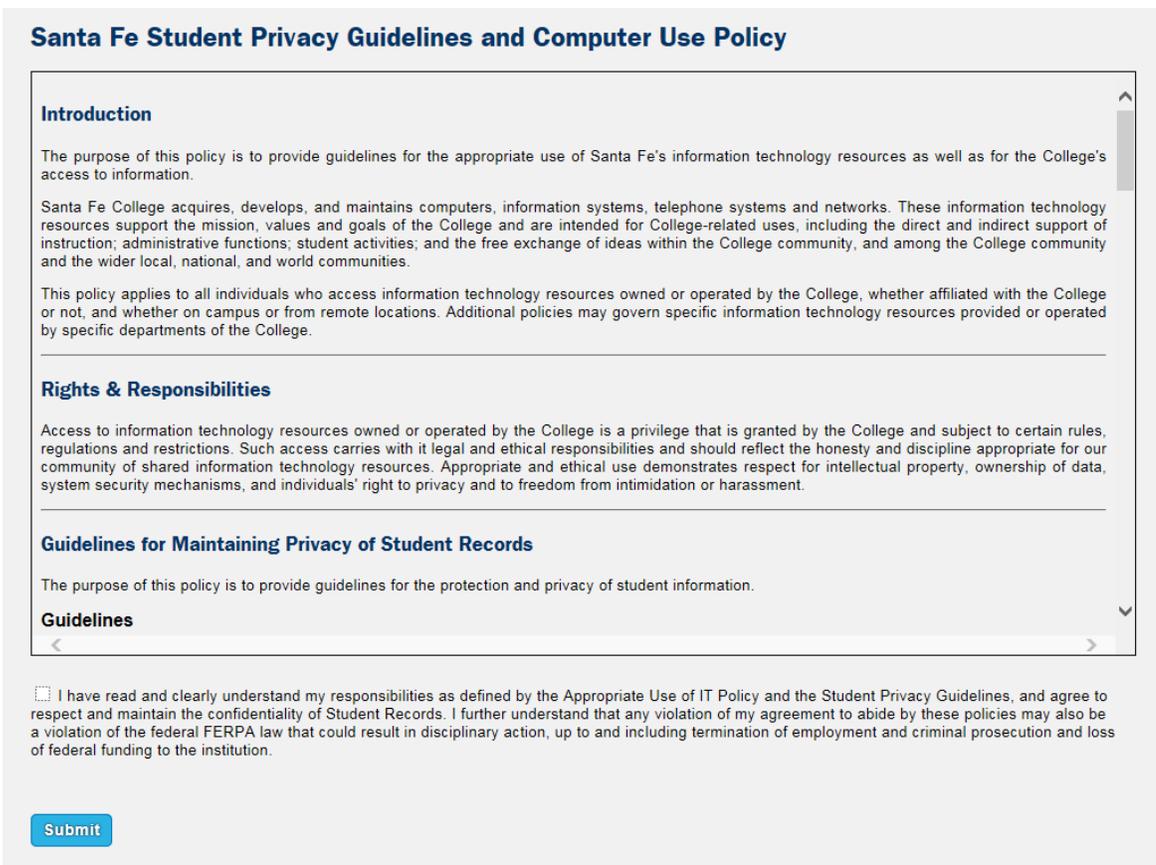


The screenshot shows a login form with the following elements:

- Santa Fe ID**: A label above a text input field.
- Password**: A label above a text input field with a password icon on the left.
- Forgot password?**: A link with an external icon.
- Login**: A blue button.

Enter your **SF employee ID number** and your **CURRENT** password in the appropriate boxes and click the "**Login**" button.

On the next screen, you will be presented the Santa Fe Computer Use Policy. You will need to **check the checkbox** next to "I have read and clearly understand..." statement and click the "**submit**" button.



The screenshot shows a scrollable page with the following content:

- Santa Fe Student Privacy Guidelines and Computer Use Policy** (Section Header)
- Introduction** (Section Header)
- Text: "The purpose of this policy is to provide guidelines for the appropriate use of Santa Fe's information technology resources as well as for the College's access to information."
- Text: "Santa Fe College acquires, develops, and maintains computers, information systems, telephone systems and networks. These information technology resources support the mission, values and goals of the College and are intended for College-related uses, including the direct and indirect support of instruction; administrative functions; student activities; and the free exchange of ideas within the College community, and among the College community and the wider local, national, and world communities."
- Text: "This policy applies to all individuals who access information technology resources owned or operated by the College, whether affiliated with the College or not, and whether on campus or from remote locations. Additional policies may govern specific information technology resources provided or operated by specific departments of the College."
- Rights & Responsibilities** (Section Header)
- Text: "Access to information technology resources owned or operated by the College is a privilege that is granted by the College and subject to certain rules, regulations and restrictions. Such access carries with it legal and ethical responsibilities and should reflect the honesty and discipline appropriate for our community of shared information technology resources. Appropriate and ethical use demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' right to privacy and to freedom from intimidation or harassment."
- Guidelines for Maintaining Privacy of Student Records** (Section Header)
- Text: "The purpose of this policy is to provide guidelines for the protection and privacy of student information."
- Guidelines** (Section Header)
- I have read and clearly understand my responsibilities as defined by the Appropriate Use of IT Policy and the Student Privacy Guidelines, and agree to respect and maintain the confidentiality of Student Records. I further understand that any violation of my agreement to abide by these policies may also be a violation of the federal FERPA law that could result in disciplinary action, up to and including termination of employment and criminal prosecution and loss of federal funding to the institution.
- Submit** (Button)

Next, you will need to set up your security questions:

Each challenge question must be unique and each response must be answered before continuing.

Password Recovery Questions

Challenge	Response
What is the first name of the person that you first kissed? ▾	<input type="text"/>
What is your maternal grandmother's maiden name? ▾	<input type="text"/>
What is your mother's maiden name? ▾	<input type="text"/>
Design your own Challenge and Response	
What was your childhood nickname? <input type="text"/>	<input type="text"/>
What was your spouse's childhood nickname? <input type="text"/>	<input type="text"/>

- You will need to do all 5 questions
- The first 3 can be selected from a drop-down list -- the last 2 you will need to create on your own
- Once you have set your security questions, you can change/update them at any time

***** TIP: A good security question is something that doesn't change over time and is something that you just know (i.e. If someone were to ask you that question five years from now, you would be able to answer it exactly as you did when you set it up). *****

You will then be allowed to enter your new password in the "New Password" textbox:

New Password <input type="password"/>	Password Requirements <ul style="list-style-type: none">• Minimum password length of 8 characters• Contains at least 3 of the following items:<ul style="list-style-type: none">• Uppercase letters• Lowercase letters• Numbers• Any of these symbols ~ ! @ # \$ % & *
Confirm Password <input type="password"/>	

[Change your Password Recovery Questions](#)

- Your password will need to contain an upper case letter, a lower case letter, AND a number somewhere in it
- You will need to re-type your new password in the "Confirm password" textbox.
- Passwords you create last 120 days
- Once you change your password successfully, you need to wait at least 30 minutes for it to synchronize across all of the servers
- Each time you change your password, it needs to be unique -- you cannot change your password to something you have already used on the Santa Fe College system

***** TIP: Do not wait until the last minute to change your password *****