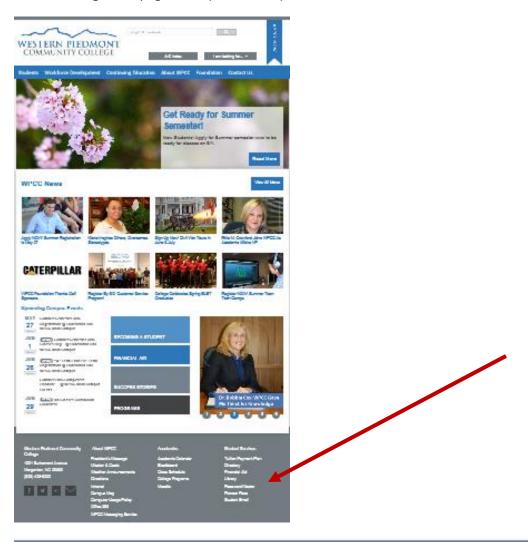
How Do I Set/Reset My Password?

To change passwords, this can be done through <u>Password Master</u>. It is accessible from the lower right of the college webpage - http://www.wpcc.edu.





Update Account

Set Password

Change Password

Helpdesk (IT use only)

If you have never set your password using Password Master, click the **Set Password** button. This can also be used to reset your password.



It will ask you for your username, which can be found on <u>Pioneer Pass</u> following the <u>How Do I Find My Userid?</u> step.

Please enter your account name.

Username:

Next

Cancel

If the following error message appears after entering your username, please contact the Technology Helpdesk for assistance: <u>By Phone</u>: 828-448-6030 or <u>Email</u>: <u>techsupport@wpcc.edu</u>

Username cannot be found.

Otherwise, answer the set of random questions that appear. An example is shown below.

Please answer the following questions:



NOTES:

- 1) If you have not provided an SSN number to the college, for questions asking for the last 5 digits, please enter 99999 (five 9s).
- 2) Middle initials must be entered as a capital letter. If you do not have a middle initial, enter *

For any other errors that are received, please contact the Technology Helpdesk for assistance:

By Phone: 828-448-6030 or <u>Email</u>: techsupport@wpcc.edu