

What is my Password?

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Passwords:

You must protect your username and password and not share it with anyone. You will be held responsible for any activity that takes place on your account. Your account will remain active as long as you are a student. It will be disabled the first semester that you are no longer an active student.

Your initial password will be the **first four letters of your last name** and the **last four digits** of your **social security number**. New accounts will all be lower case. If we do not have your Social Security number on file the numbers **9876** will be substituted in its place.

Please note: Windows Passwords are CASE Sensitive.

Example - John Smith SS#: 173-45-1522

Username = smith.john

Password = smit1522 (or smit9876 with no SS number)

Note: if you are a foreign student and do not have a social security number, the system will substitute 9876 for that portion of your initial password.

Changing Passwords: -

All Student passwords can be reset by contacting the College Academic Office at (904) 596-2457 Mon. thru Fri. from 8 am to 4 pm.