

How to Change your Goucher Password

Information Technology has implemented a website dedicated to password management. You can now change your password even if you forget it without having to call the Help Desk. This website will first present an enrollment process which assists in establishing three security questions. Once the questions have been setup, they can be used at a later time to reset a forgotten password. This site is accessible from anywhere at <http://password.goucher.edu>.



Welcome to the Goucher College Password Management System
Sign-in below to Change or Reset your Goucher password

Goucher Account

Username:

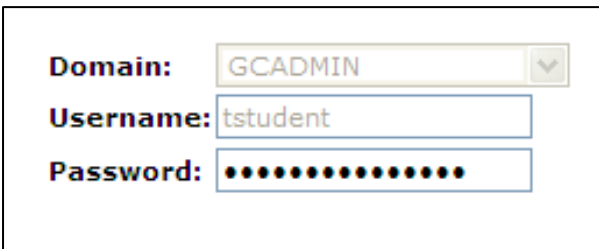
Privacy Policy & Terms of Use

This system is for use by authorized users only and I represent and warrant that I am an authorized user. Any individual using this system, by such use, acknowledges and consents to the right of Goucher College to monitor, access and disclose electronic communications, data, files or records for college-related purposes as described in the college's Electronic Communications Policy and Computer Use Policy. Unauthorized and/or improper use of this system, as delineated by Goucher College's policies, is not tolerated and the college may take formal action against such individuals.

You must First Enroll to use Password Station

Directions are provided on the steps that are needed to setup the password station. Once you've read it, click **continue**.

Primary Domain Logon Verification



Domain:

Username:

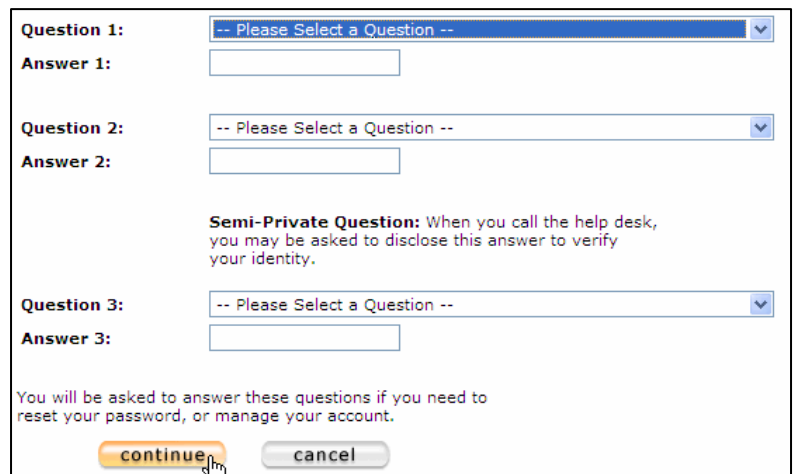
Password:

Enter your Goucher username and password and select **continue** to go to the next page. **Please note:** Clicking **Cancel** will bring you back to the main page.

Enrolling GCADMIN\

Select three unique questions that you would like to use and provide three unique answers.

Please note: If either the questions or answers are not unique, you will receive an error message and will not be able to continue with the enrollment process.



Question 1:

Answer 1:

Question 2:

Answer 2:

Semi-Private Question: When you call the help desk, you may be asked to disclose this answer to verify your identity.

Question 3:

Answer 3:

You will be asked to answer these questions if you need to reset your password, or manage your account.

Once you've enrolled in Password Station you will receive the following message:

✓ You have successfully enrolled in Password Station. You may come back any time to reset your password, check your password expiration date, update your enrollment information, etc.

Click **continue** to go to the next page as displayed below.



Now that you've enrolled in Password Station, you can either perform one of the following tasks:

Reset password – You will be asked to answer the questions you've selected.

Change Password – Must know your current password to change.

Change Security Questions – You must know your password in order to update or change your questions.

When you've made your change, click on the button in the upper right hand corner to return to **sign out**.