Performing a password change in OWA

The instructions provided below are for changing the SDCCD email/network password via Outlook Web Access (OWA).

NOTE: Any mobile device that is SDCCD Exchange (email) connected will also require a password update after changing your password per the instructions below.

1.) If a password change is required on your account, you will see this message when logging into OWA:

NOTE: Your new password must comply with the current SDCCD complexity requirements:

a. Minimum of 10 characters
b. 3 of the 4 following criteria:
   i. Upper case letters
   ii. Lower case letters
   iii. Integers (0-9)
   iv. Special characters – use the characters at the top of your number line at the top of the keyboard

2.) Enter your current password, the new password, and confirm password. Click “submit”.

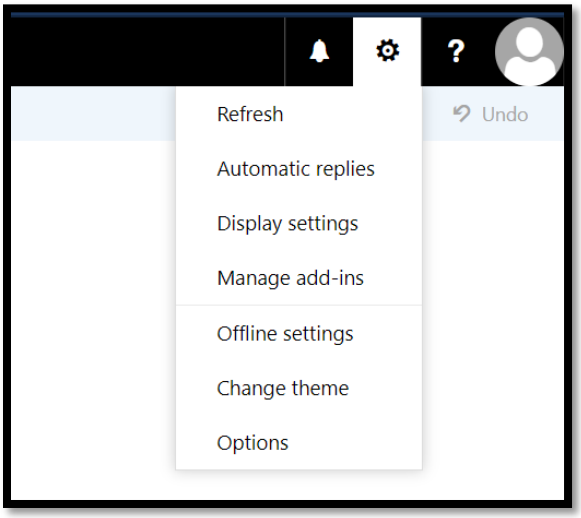
3.) Once the password is changed, you will see this screen. Click “OK”.

4.) OWA will then bring you back to the normal login screen. Login with your new password.

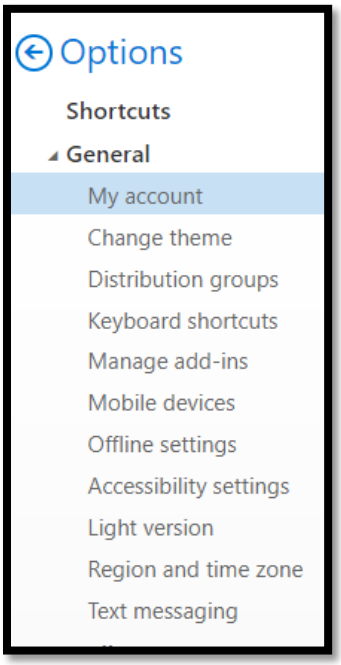
Performing a manual password change in OWA

1.) Connect to https://mail.sdccd.edu

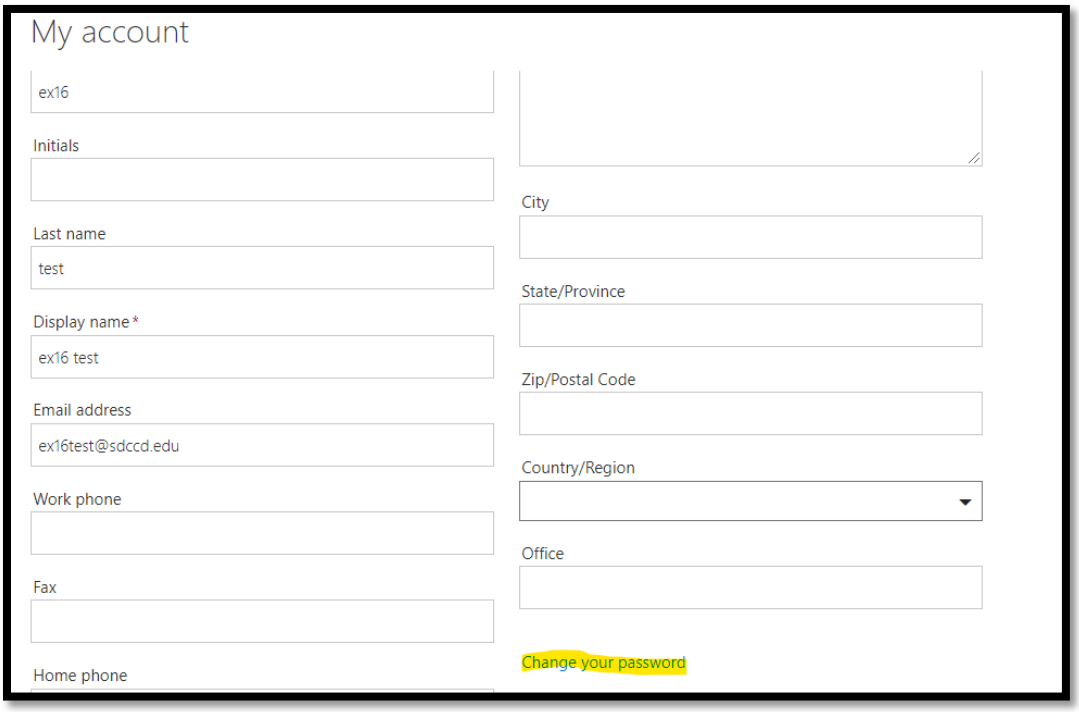
2.) In the upper right-hand corner click on the gear and select Options



3.) Once in Options click General, then My account:



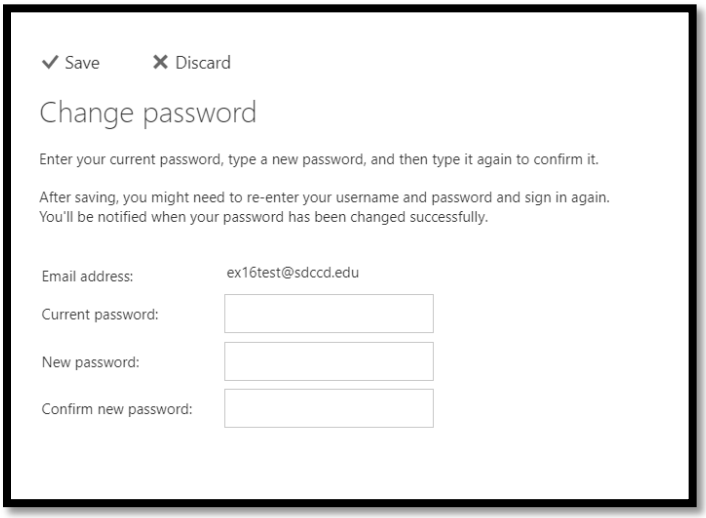
4.) At the bottom right of the My account screen, click on “Change your password”.



NOTE: Your new password must comply with the current SDCCD complexity requirements:

a. Minimum of 10 characters
b. 3 of the 4 following criteria:
   i. Upper case letters
   ii. Lower case letters
   iii. Integers (0-9)
   iv. Special characters – use the characters at the top of your number line at the top of the keyboard

5.) Enter the old password, the new password, and confirm the new password. Then click “Save” on the top left of the dialogue box.



5.) OWA will then bring you back to the normal login screen. Login with your new password

If you encounter issues changing your password or require further assistance, please contact the SDCCD HelpDesk at ithelp@sdccd.edu, or by calling 619-388-7000