Creating Your Network Password

- Once you have registered with Password Manager you can now create your password.

**NOTE: If you have not registered with Password Manager**
  - Go to [www.solano.edu/technology/techtips.html](http://www.solano.edu/technology/techtips.html)
  - Click the Password Manager link in Tech Tips and open up the Registering with Password Manager Procedure.

- Type or cut and paste into a web browser the following link:
  - https://helpdesk.solano.edu/QPM/User

- You will come to the login screen as shown below

  ![Login Screen](image)

  - Enter your User ID into the User name field and hit OK.
    - This is the UserID that you should have received from your Division Admin or Dean and the same UserID you used to register with Password Manager.

  - Enter in the Characters as shown in the box. In this example it is VEGX7

  - Click Search
You will now be taken to the Welcome Screen for Password Manager.

Click on **Forgot My Password**

Provide the answers to the Questions Listed. If you happened to forget your answers you will have to contact the SCC helpdesk at helpdesk@solano.edu or Call 864-7000 ext 4690 to have them reset your Q&A profiles questions. Once reset you will have to re-do you Q&A Profile and then you can come back in and create your password.

NOTE: The question on this example will not be the ones that you have on your screen. This is just an example.
➢ Click Next

➢ You will then be taken to the Enter New Password Page.

➢ Enter in a Password and a Confirmation Password
  ➢ Note: The Password needs to follow a certain Criteria.
  ➢ The criterion is provided for you on the page by clicking on click here.
    ➢ If you would like to print a copy of the criteria
      Go to: www.solano.edu/technology/techtips.html
    ➢ Click the Password Manager link in Tech Tips and open up Password Standards

➢ Click Finish

➢ If you have met the correct Password Criteria you will get a Successful Reset Screen as shown below.

➢ Click Close this window.
  o You have now successfully changed your network Password.