New England College
Information Technology Tip Sheet
How to Change Your NEC Passwords

Changing email, webmail and network login:

Using a Campus PC (while on campus)

Once logged into a NEC PC, press "**Ctrl + Alt + Del**"

In the **Windows Security** screen click "***Change Password"*** *(shown right)*

Enter requested information and Click "**OK"**
Press the "**Esc**" key to exit window

Email, Network and Blackboard password are changed!

OR Using Webmail

In Webmail, click "**Options**" in the upper right corner
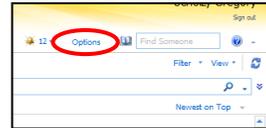
Click the "**Change your password**" icon

Enter requested information and select "**Save**"

Email, Network and Blackboard password are changed!

Changing MyNEC Pin (password):

Once logged in, click "**Personal Information**"
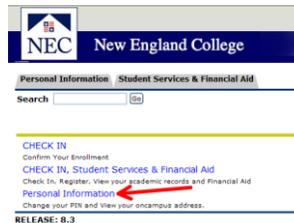
Click "**Change PIN**" (*shown right*)

Enter requested information and click **Change PIN**

The pin for your MyNec login is changed!

Changing Blackboard password

Your Blackboard account is linked to your NEC network/email account. The username and password are the same for each. When your password is changed in on the network or using webmail (shown above), it will automatically change the password for your Blackboard account as well.

Please Note Your Blackboard account does not end with "@nec.edu" it is simply your username (ex: jsmith11)