AWC Password Reset

The password to access your Blackboard, WebAdvisor, AWC e-mail account, and many other AWC Systems EXPIRES every 90 days for security purposes. As instructors you will need to reset the password every semester. Follow the instructions below to aid you in this process.

**Step 1:** To reset your password, using the Self-Service Reset Password Management system (SSRPM) or change your password on the Accounts Activation Website, start by going to the website listed below https://accounts.azwestern.edu/

**Step 2:** Look on the left-hand side of your screen under the “Main Menu” tab and double click on “Reset you Password.”
**Step 3:** The center screen will prompt you for your “NetID” or “User Name.” Enter it in to the rectangle provided and then hit the “Submit” button. If you do not know your “NetID” simply call the Help Desk at 928-317-5892 and provide them with your full name. They will promptly provide you with your NetID. Usually the NetID consists of your initials and an assigned number (For Example: tat11).

![Image of reset password form](image)

**Step 4:** If previously set up, you will need to answer security questions and then submit answers in order to move on to the last step.

![Image of security questions form](image)
Step 5: The center screen will pop-up with instructions on how to create a secure password. Read the instructions and create a memorable password. You will need to enter the “New Password” and then “Confirm (the) Password” before you hit “Submit” at the very bottom of the screen.

**HOW DO I SELECT A SECURE PASSWORD?**

- Select a password you can easily remember but is difficult for others to guess.
- A STRONG password is at least ten characters long.
- A STRONG password cannot contain your user name, real name, or organization name.
- A STRONG password should not contain a complete dictionary word.
- A STRONG password is significantly different from previous passwords (for example, passwords that increment Password1, Password2, Password3...)
- Example of a STRONG password: jSp2leQ4#F

**PASSWORD REQUIREMENTS FOR YOUR AWC ACCOUNT**

- must be a minimum of 10 characters
- CANNOT contain your user name, first name, or last name
- must contain an UPPER CASE letter
- must contain a LOWER CASE letter
- must contain a NUMBER
- must contain one of these SPECIAL CHARACTERS: @ # $ % &

**CREATE YOUR PASSWORD**

- using the guidelines above, create your password
- CONFIRM your password by entering it in the boxes below
- if your password does NOT meet the requirements above, the box outline will turn red
- the box outline will turn blue indicating a CORRECT and CONFIRMED password

You must input a valid Password in both boxes before the submit button will work!

**Contact the AWC Technology Help Desk if you require assistance: helpdesk@azwestern.edu or 928.317.5892**

PLEASE NOTE: AWC staff will NEVER ask you for your password. Protect
your personal data: NEVER share your password information with ANYONE.