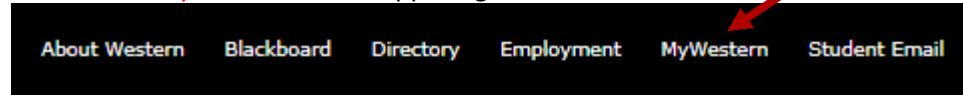


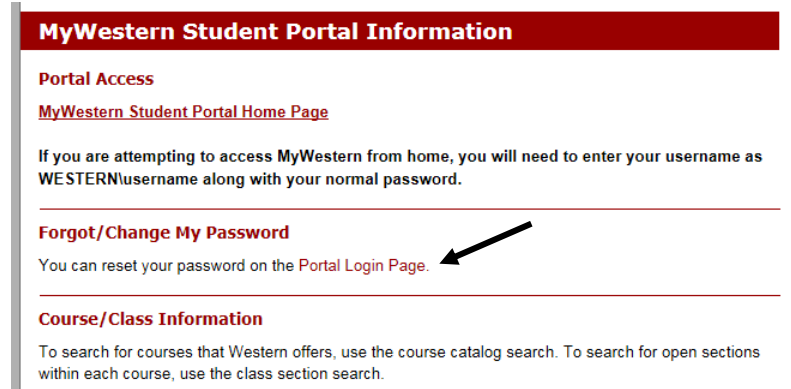
Instructions to Reset/Change Student or Faculty/Staff Password:

Go to www.westernnc.edu

Click on the *MyWestern* link in upper right corner



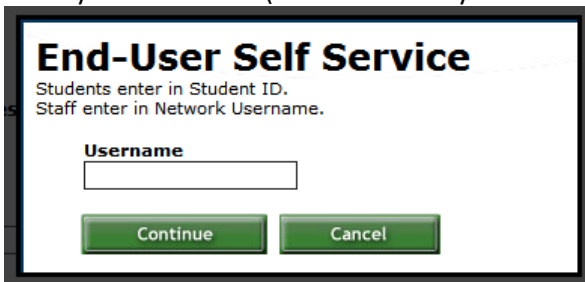
Under the *Forgot/Change My Password* section, click on *Portal Login Page*



Click the *Reset Password* button



Enter your *Username* (Students enter your Student ID, Faculty/Staff enter your Network Username)



Click *Continue*, as long as the *Reset Forgotten Password* option is selected automatically

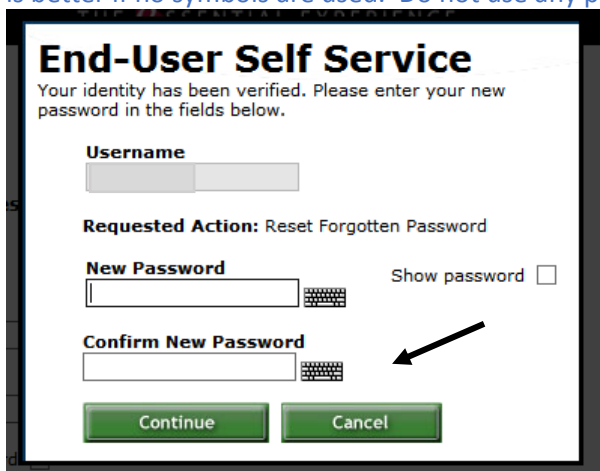


Enter *Birthdate* and *Last 4 Digits of Social Security Number* and then click *Continue*
(The *Continue* button will appear after the data for both fields has been entered correctly.)



Enter the New Password and click *Continue*

***The password needs to be at least 8 characters in length, contain 1 upper case letter and 1 number. It is better if no symbols are used. Do not use any part of your first or last name. ***



Once the password has been successfully changed, you will be taken back to www.westernnc.edu, click on the *MyWestern* link then click the link to access the portal.