

How to change your password

The following instructions will show you how to change the password on your University IT Account.

1. To change your password go to <https://apps.tees.ac.uk/mylogin>
 - a. If you are off campus you will need to login with your University IT Account details.

Welcome to MyLogin

The MyLogin website allows you to change your password, setup or change your security details. Failure to register this information may well cause you considerable inconvenience should you need to reset your password.

Manage Password & Security Details

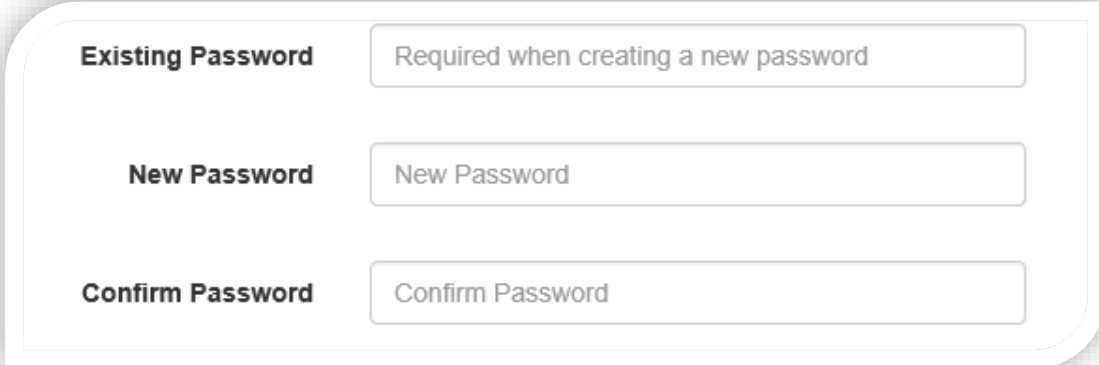
Registering your details is important. It allows you to recover forgotten passwords. You can register or update your details by clicking here.

Need Help?

If you need help with anything to do with MyLogin you can check out our [help and FAQ pages](#). You'll find the answers to lots of questions there.

If you can't find an answer however or you are still having trouble with anything to do with your password or account then you can contact one of the IT help desks. You can either speak to us in person or contact us at 2220. You can also send an email to ithelp@tees.ac.uk.

2. Click on “Manage Password & Security Details”
3. Enter your current password, and then your new password in twice



The screenshot shows a form with three input fields. The first field is labeled 'Existing Password' and contains the text 'Required when creating a new password'. The second field is labeled 'New Password' and contains the text 'New Password'. The third field is labeled 'Confirm Password' and contains the text 'Confirm Password'.

- a. Think about [password complexity](#) as you do this. We recommend 14 characters, with capitals, numbers and symbols.
4. When you are happy click “Save” at the bottom of the page.