

## INITIAL ACCOUNT INFORMATION:

USERNAME	
PASSWORD	
EMAIL ADDRESS	

Your *username* and *password* are the same for:

**Network (You must be on campus to log in to the network)**

**Email**

**MARSIS**

**Blackboard**

You will be forced to change your **MARSIS** password the first time you try to logon. **Changing your MARSIS password does not change your network, Blackboard or email password. Each one must be changed independently.** We suggest changing your network, email and Blackboard passwords too.

## INSTRUCTIONS FOR CHANGING NETWORK PASSWORD:

1. Log on to the network using the username and password that you were provided.
2. Press the Control, Alt and Delete keys.
3. Click on the Change Password... button.
4. Type in the required information and click ok.

## INSTRUCTIONS FOR CHANGING EMAIL PASSWORD:

1. Go to [www.vwc.edu](http://www.vwc.edu)
2. Click on **GMAIL** link at the top of the page.
3. Click on the Change Password link at the top of the Personalized Start Page.
4. Type in your original username and password (from computer services) and press enter.
5. Type the new password twice and press enter. You will see that the password has been changed. Exit the change page.

You will now use the new password you typed in to access your account.

**Blackboard Log In Information** \*Not all professors use Blackboard. If you are not a freshman, you may not have a blackboard account. Check with professor if you can't log in. Student User name is usually the first and middle initial followed by last name (no spaces - i.e. Jane B. Doe would have a username of jbdoe).

1. To change your Blackboard password
2. Log into Blackboard using the password that you have been provided.
3. On your **My Institution** page (sample below) click on the **Personal Information** link in the Tool box on the left hand side of the screen.
4. Now select **Change Password** and enter your new password twice.

