

## FACULTY/STAFF PASSWORD RESET TOOL INSTRUCTIONS

YOU CAN USE THE “FACULTY/STAFF PASSWORD RESET TOOL” TO:

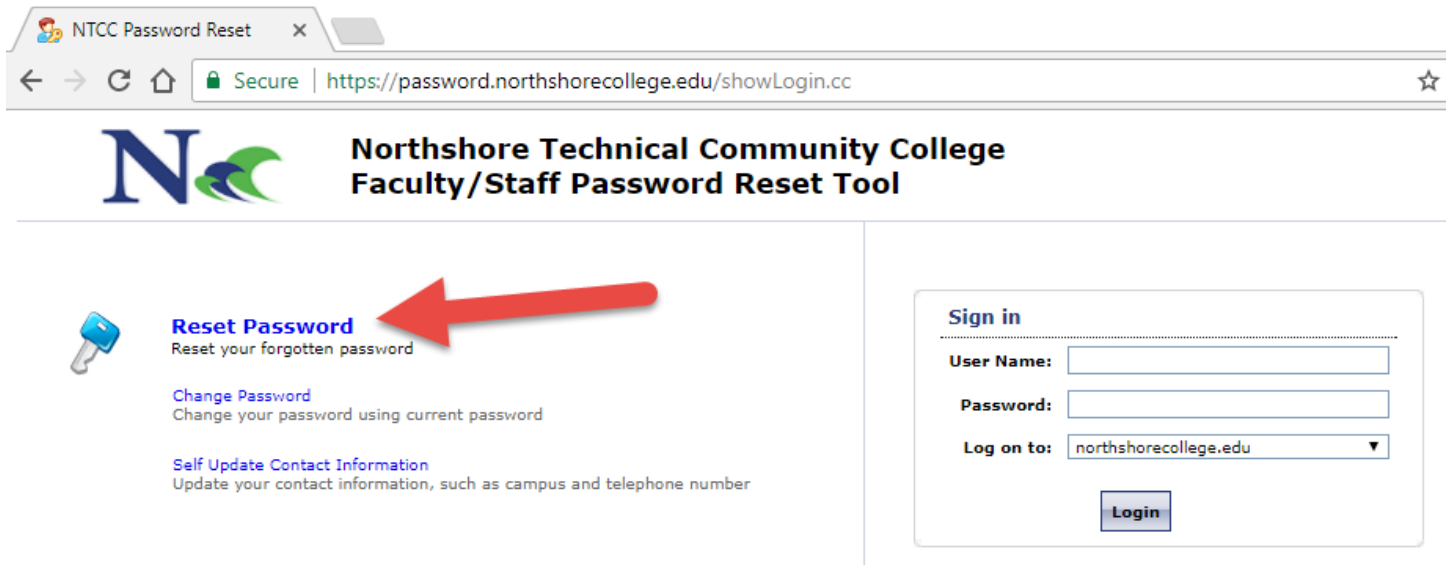
- RESET YOUR FORGOTTEN PASSWORD
- CHANGE YOUR PASSWORD USING CURRENT PASSWORD
- UPDATE YOUR CONTACT INFORMATION, SUCH AS CAMPUS AND TELEPHONE NUMBER

IF YOU HAVE NEVER LOGIN TO THE “FACULTY & STAFF OFFICE 365 LOGIN” PORTAL BEFORE, YOU WILL NEED TO RESET YOUR PASSWORD BY FOLLOWING THE INSTRUCTIONS BELOW:

1. Go to <https://password.northshorecollege.edu> or by clicking on the icon shown below located in the “GatorMail – Faculty & Staff” page.




2. Click the “Reset Password” button

A screenshot of a web browser showing the NTCC Password Reset page. The browser tab is labeled "NTCC Password Reset" and the address bar shows "https://password.northshorecollege.edu/showLogin.cc". The page header includes the Northshore Technical Community College logo and the title "Faculty/Staff Password Reset Tool". On the left side, there are three options: "Reset Password" (with a key icon and a red arrow pointing to it), "Change Password", and "Self Update Contact Information". On the right side, there is a "Sign in" form with fields for "User Name", "Password", and "Log on to" (set to northshorecollege.edu), and a "Login" button.

NTCC Password Reset

Secure | <https://password.northshorecollege.edu/showLogin.cc>

**N** Northshore Technical Community College  
Faculty/Staff Password Reset Tool

 **Reset Password**  
Reset your forgotten password

[Change Password](#)  
Change your password using current password

[Self Update Contact Information](#)  
Update your contact information, such as campus and telephone number

**Sign in**

User Name:

Password:

Log on to:

3. Enter everything before the @ sign in your northshorecollege.edu email address into the “Domain User Name” field. DO NOT CHANGE the “Domain Name” dropdown box. Then click the “Continue” button.

NTCC Password Reset

Secure | <https://password.northshorecollege.edu/accounts/Reset>

Mobile Access Help

### Reset Your Password

Please provide your user name and domain name.

Domain User Name  (Example : johnsmith)

Domain Name

4. It will ask you two security questions. Answer the questions (paying attention to that the month and day of your birthday is a 2-digit month and 2-digit day. DON'T FORGET the “/” between the Month and Date. (Example: 01/27) Finally, type the characters that you see in the picture in the box below. (Hint: The Letters are not case-sensitive). Then click the “Continue” button.

NTCC Password Reset

Secure | <https://password.northshorecollege.edu/accounts/PasswordSelfService>

Mobile Access Help

Time left for this operation : 02:28

### Security Questions

Please answer the following question(s) as per your enrollment profile to reset your password

**Answer the below question(s)**

Question: What is your LOLA number?

Answer:

Question: What is the month and day of your birthday? (Use 2 digits for the month and day; ex. 02/14)

Answer:

Type the characters you see in the picture below.

5. It will then ask you to create a new password. Make sure that you follow the password requirements that is listed. If you have satisfied a requirements, it will have a green check next to it. If the requirement is not met, it will have a grey hyphen. Again, type the characters that you see the picture in the box below. Finally, click the “Reset Password” button.

NTCC Password Reset

Secure | <https://password.northshorecollege.edu/accounts/PasswordSelfService>

Mobile Access Help

Time left for this operation : 03:20

**Reset Password**  
Please enter a new password in the boxes below:

**Reset Password**

New Password :

Confirm New Password :

- ✓ Minimum length should be at least "8"
- ✓ Your password must include at least 1 special character "!"
- ✓ Your password must include both upper and lower case letters
- ✓ Your password must include a number "1"
- ✓ Must not be a palindrome
- ✓ Must not have 5 consecutive characters from username
- ✓ Must not contain restricted patterns of easy to guess words and numbers [List](#)

Type the characters you see in the picture below.

6. **Congratulations!** Your password has been reset successfully and now you can login your Faculty/Staff Office 365 email.

**REMEMBER TO CHECK OUT THE OFFICE 365 TUTORIALS LOCATED IN THE “GATORMAIL – FACULTY & STAFF” PAGE.**