

# Changing Your HillConnect and ESS/SSS Passwords

**NOTE:** This document assumes you wish to have the same password for both HillConnect and ESS/SSS. Please contact the Help Desk if you wish to maintain separate passwords.

## Log in to MY.HAMILTON.EDU

1. Start by going to <http://my.hamilton.edu>. Use your e-mail ID as your *Username* (do NOT include @hamilton.edu). Then enter you e-mail password and click on **Submit**.

2. After logging in, click on the **Setup** tab.

3. Click on **Passwords and Security**.

4. Enter your e-mail ID and password. This provides extra security in case you've accidentally left yourself logged in on a public computer. Click on **Submit**.

5. Click on the *password change form* link found under the heading **Change Your Password**.



6. Please fill in the form by typing in your **Current Password**, the **New Password** you would like to use (conforming as best as possible with the recommendations at the bottom of the page), and **Confirm New Password**. Finish by clicking **Change Password**.

## Change My Password

This form allows you to reset your My Hamilton password. **This will change your My Hamilton (Network/Active Directory) and E-mail (HillConnect) passwords.**

**Current Password**  Your current My Hamilton (network) password

**New Password**  NOTE: Must be at least 8 characters. More tips below.

**Confirm New Password**  Enter again.

**Password Strength**  Enter new password

7. You'll see a new page appear informing you that your password has been successfully updated. Click *Return to My Hamilton* to finish the procedure.

**NOTE:** When your network password is changed, you must reconfigure your connection for the secure wireless network on your personal computer. This involves removing the existing wireless network profile and setting it up again with your new network password. Refer to the correct secure wireless network setup instructions for your computer's operating system for details on how to do so.

For questions or comments regarding this document, please e-mail [helpdesk@hamilton.edu](mailto:helpdesk@hamilton.edu).