

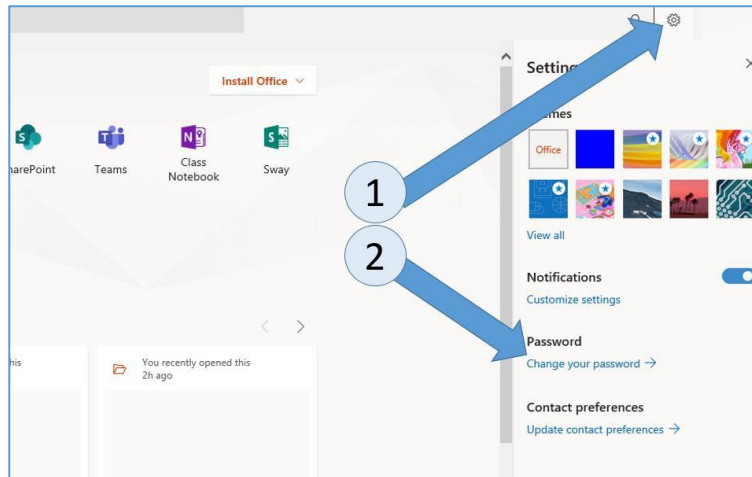
## How to change your AIT Computer Password through Office 365

AIT users can change their computer passwords at any time through Office 365 (assuming they have registered for MFA or at least have registered for Self Service Password Reset).

Follow these instructions:

Log onto Office 365 as normal.

1. Click the Settings wheel in the top right corner of the screen.
2. Click Change your password (as shown below)



3. The screen below will appear– enter your current password, the password you wish to update to, and confirm again.

Passwords will have to conform to these complexity requirements:

1. At least 8 characters long
2. The password must include at least one character from 3 of these 4 character sets:
  - digits (i.e. 1 2 3 4 ...)
  - Upper case letters (i.e. a capital letter e.g. B)
  - Lower case letters (e.g. b)
  - Special characters (e.g. ! " £ \$ % ^ & \*)

change password

User ID  
A00123456@student.ait.ie

Old password

Create new password

Confirm new password

Please note that AIT password policies will force you to enter a unique password you have not used before. Passwords should be secure, with a mixture of upper & lowercase characters, numbers and symbols. It is good practice not to use any recognisable names or phrases that can be easily guessed.

Also note that by changing your password in Office 365, you must now use this same new password when accessing:

- a. A computer in AIT
- b. Wi-Fi in AIT
- c. Moodle
- d. The Library applications