STEP 1. Setting up your My HACC Security Questions

- 1. Using INTERNET EXPLORER v.9 or higher *only*, type in the URL address bar <u>http://passwordregistration.hacc.edu</u>
- 2. A log in box will open. Type in your hawkmail prefix name and use the following password: HaccMMDDYY 2 digits of your birth month (MM) [January = 01], 2 digits of your birth day (DD), and the last 2 digits of your birth year (YY). Click OK.

he server pas ind password	swordregistration.hacc.edu at HACC requires a usernam
	User name
	Password
	Remember my credentials

3. This screen will open. Click NEXT.



4. Enter your password again. (HaccMMDDYY).



5. Answer 5 out of the 6 security questions. Watch capitalizations and misspellings. Remember your answers. They will be needed when you change your password. Then click NEXT.

assessed Registration: Be	gister Your Answers
Voca result amount at families to guardiante an anticipation of the second second and an anticipation of the second and an anticipation of the second control and the second sec	

A confirmation page will open with a \checkmark stating that your set up is successful.

STEP 2. Resetting your My HACC Password

- 1. Using INTERNET EXPLORER *only*, type in the URL address bar <u>http://passwordreset.hacc.edu</u>
- 2. A log in box will open. Type in your hawkmail prefix name. Then click NEXT.

or H	ACC Password Reset Portal
The HACC	Password Reset Portal will assist you with resetting the password for ID.
Please e	ter your HACC ID below and click the Next button:
Examples Students, Jact1234), Employee	Your HACC ID is your Hawkinait prefix (i.e., jad1234gghawkinait hacc.edu, would is Your HACC ID is your e-mail prefix (i.e., jadoe)ghacc.edu, would be jadoe)
Next	

3. Answer the 3 security questions you set up in the previous pages. Then click NEXT.

Verify Your Identity: Subr	nit Your Answers
You must answer 3 of	When every the capacity of the principle same attenuation to the gravity (designed
the following 3	to the same state with the same state same same state same same
questions.	the same state same same same same same same same sam

4. Once you answer the questions (same answers you set up in the Security Setup section), another box will open asking for you to create a new password. Use at least one number, one CAPITAL letter and one lower case letter. The password should be at least 8 characters. Do not use special characters or a familiar or previously used password. Remember your password. Then click NEXT.

Password Reset: Create Your New Passwo characters long, one UPP	 Password must meet complexity requirements: Eigh IR, one lower, and one number
(Resetting password fo	blynch)
Enter a new password:	1
Re-enter the password	

A confirmation page will open with a \checkmark stating that your set up is successful.

STEP 3. LOG IN MY HACC PORTAL

Now log in to the portal <u>http://my.hacc.edu</u>

using your hawkmail prefix



user name and the new My HACC password you just created.