

## STEP 1. Setting up your My HACC Security Questions

1. Using INTERNET EXPLORER v.9 or higher *only*, type in the URL address bar <http://passwordregistration.hacc.edu>
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.



3. This screen will open. Click NEXT.



4. Enter your password again. (HaccMMDDYY).



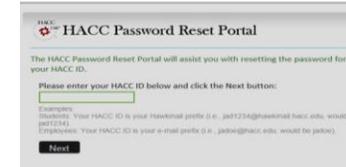
5. Answer 5 out of the 6 security questions. Watch capitalizations and misspellings. Remember your answers. They will be needed when you change your password. Then click NEXT.



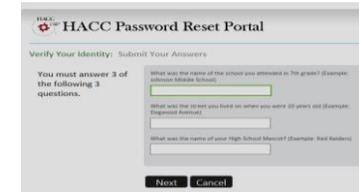
A confirmation page will open with a ✓ stating that your set up is successful.

## STEP 2. Resetting your My HACC Password

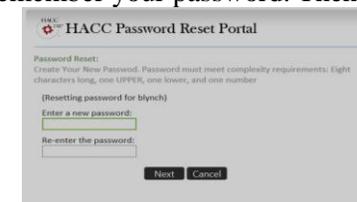
1. Using INTERNET EXPLORER *only*, type in the URL address bar <http://passwordreset.hacc.edu>
2. A log in box will open. Type in your hawkmail prefix name. Then click NEXT.



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



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.



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

## STEP 3. LOG IN MY HACC PORTAL

Now log in to the portal <http://my.hacc.edu> using your hawkmail prefix user name and the new My HACC password you just created.

