

## Changing a UCA Password:

1. Go to the Fairmont State homepage at [www.fairmontstate.edu](http://www.fairmontstate.edu)
2. Click the MyFairmontstate link in the Quick Links column.



myFairmontState

3. Click the Activate UCA link.

Or go directly to [Activate UCA](#)

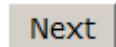
1. Enter UCA in second text box.

### CHANGE UCA PASSWORD :

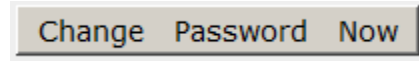
Enter your Unified Computer Account username

NEXT

2. Click the Next button directly below.



3. Answer hint question.
4. Type new password in the box.
5. Retype password in the second box.
6. Click change password now.



7. It will take 15 minutes for all systems to update password.

NOTE: If you are logged into a computer on campus and choose to use the Windows Change Password tool (CTRL+ALT+DEL-->Change Password) then you must log off and log back in to all systems before you can access their content. After using this utility it will take 5 minutes for all systems to update your password.