



How to Change Your Password in the ellucian Accounts Hosting Password Management System

Step 1: Go to Accounts Hosting @ <https://accounts.hosting.sungardhe.com>

ellucian.

Manage your ADADMIN or ADDMZ account password from this website.

[User Registration](#)
Establish your identity via registration

[Change Password](#)
Change your password using current password

[Reset Password](#)
Reset your forgotten password

[Unlock Account](#)
Unlock your locked out account

Sign in

User Name:

Password:

Log on to: ADADMIN

sq!oc5

Case-Insensitive

Login

Note: If you have recently changed your password, it may take up to 30 minutes to become effective.

Click "Change Password."

Trusted sites | Protected Mode: Off | 150%

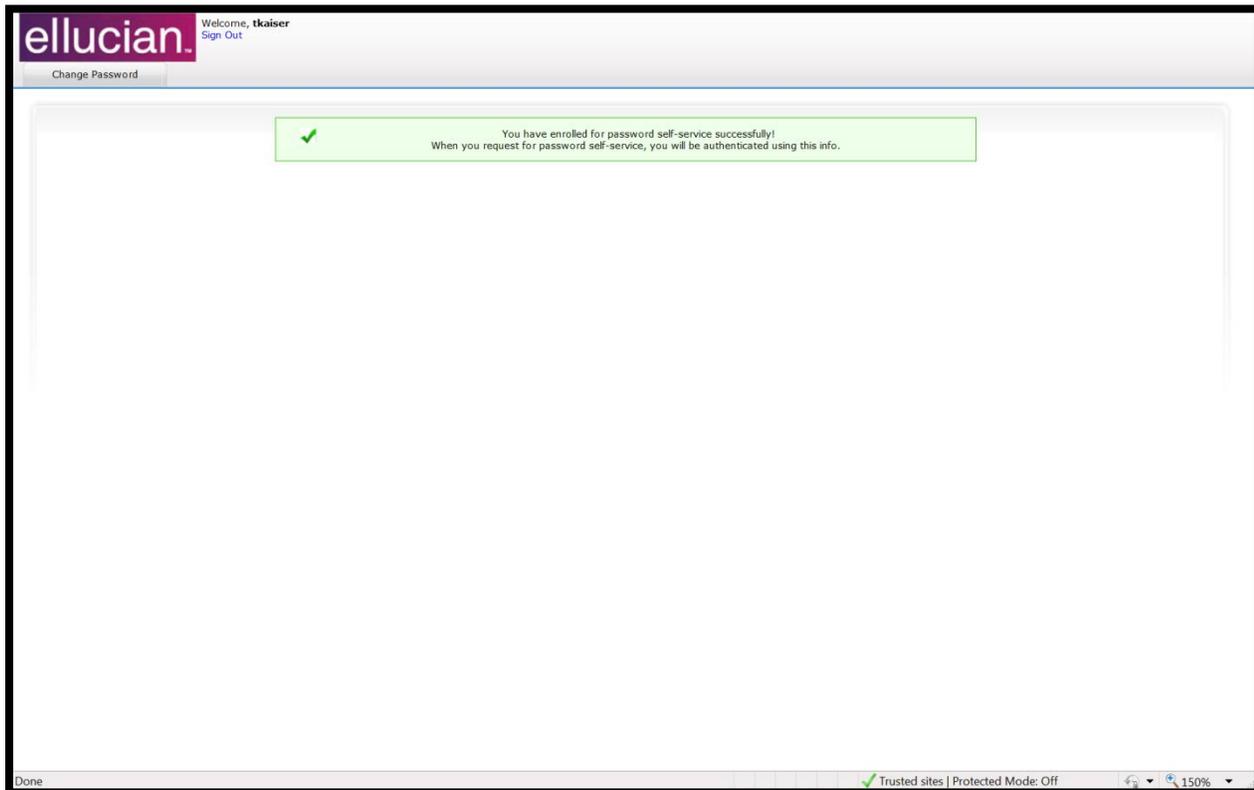
Step 2: Sign in to Accounts Hosting using the following the steps:

The screenshot shows the ellucian sign-in interface. On the left, there are links for 'User Registration', 'Change Password', 'Reset Password', and 'Unlock Account'. The main sign-in form includes fields for 'User Name' (containing 'tkaiser'), 'Password' (masked with dots), and 'Log on to' (a dropdown menu set to 'ADADMIN'). Below these is a captcha image showing 'g9k6f9' and a 'Login' button. A note at the bottom of the form states: 'Note: If you have recently changed your password, it may take up to 30 minutes to become effective.' Five red callout boxes with arrows point to the following elements: 'Enter your ellucian username.' (points to the User Name field), 'Enter your ellucian password.' (points to the Password field), 'Select your domain.' (points to the Log on to dropdown), 'Enter the captcha as displayed.' (points to the captcha image), and 'Click "Login" to continue.' (points to the Login button).

Step 3: Enter your old password and a new password.

The screenshot shows the Ellucian 'Change Password' dialog box. At the top left, the Ellucian logo is displayed next to the text 'Welcome, tkaiser'. The dialog box title is 'Change Password' with a sub-header 'Please provide your user name and domain name.' Below the title, there is a section for 'Domain Password Policy Requirements' with a list of four items: 'The minimum password age is 1', 'The maximum password age is 90', 'The minimum password length is 8', and 'No. of Password Remembered is 12'. Below this list are three input fields: 'Old Password', 'New Password', and 'Confirm New Password', each containing a series of dots. At the bottom of the dialog box are 'OK' and 'Cancel' buttons. Three red callout boxes with arrows point to these elements: 'Enter the "Old Password."' points to the 'Old Password' field, 'Enter the "New Password."' points to the 'New Password' field, and 'Click "OK" to continue.' points to the 'OK' button. The bottom of the screenshot shows a browser status bar with 'Trusted sites | Protected Mode: Off' and a zoom level of '150%'.

Step 4: Once you have successfully changed the password, the following screen will indicate your success:



Where Do I Go for Help?

"Open a Service NOW (SNOW) Ticket/ Request to ellucian"