

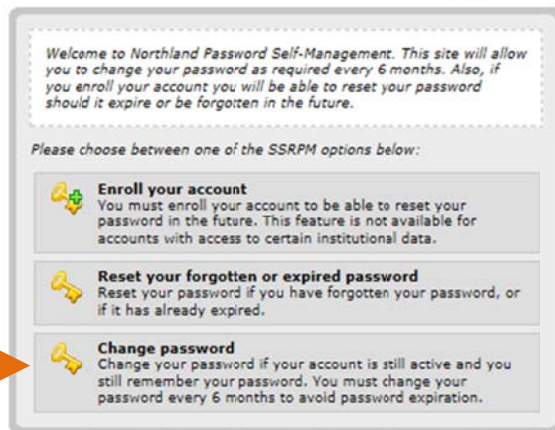


How to Change/Reset Your Password

1. If your password is active and you remember what it is, you may change it at any time. Go to <https://secure.ni.edu/pwreset/> and click **Change Password**. We recommend that you change this often to increase your security level. However, you must change it every six months to keep it from expiring.
2. If your password is inactive (i.e., you have forgotten your password or it has expired) please call us at the helpdesk, 715.324.6900 ext. 5200, and we can reset it for you.



Northland Password Self-Management



IMPORTANT (with an active password)

1. Please **Enroll Your Account** at <https://secure.ni.edu/pwreset/>. This will enable you to both change and reset your password in the future on your own without having to call in. This is very helpful if your account becomes unavailable in the evening or a weekend when we are not in the office.
*(Members of a few select user groups will be unable to complete this step and will still need to call to reset.)