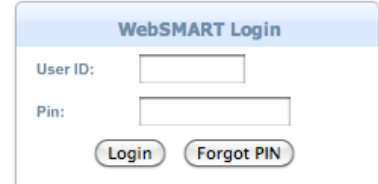


# My.SMCCD Reset Password Tutorial

1. Login to WebSMART: <https://websmart.smccd.edu/>

- Enter your User ID (your G#) and your PIN.
- Click “Login”.



The image shows a 'WebSMART Login' form with two input fields: 'User ID:' and 'Pin:'. Below the fields are two buttons: 'Login' and 'Forgot PIN'.

2. Click on the “My.Smccd.edu Email” link at bottom below “My Profile”.

## My Profile

[Change PIN](#), [Change Security Question](#), [View Address\(e\) Information](#)

[My.Smccd.edu Email](#)

View details about how to login to your email account.

3. Click the “Reset Password” button to generate a new password.

- Copy or write down your new default password.

## Your Email Information


**Email Address** cfield9@my.smccd.edu

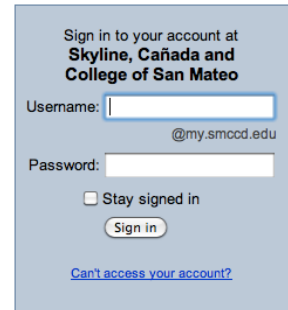
**Username:** cfield9

**Default Password:** gmes7222

**Reset Password**

4. Go to <http://mail.my.smccd.edu> and sign into your email account.


- Type your username and your new default password into the boxes.
- Click .

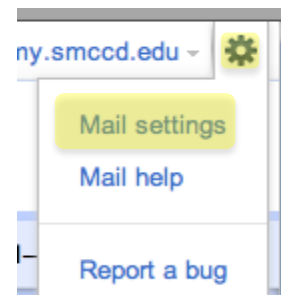


The image shows a sign-in form for Skyline, Cañada and College of San Mateo. It includes fields for 'Username:' and 'Password:'. Below the password field is a checkbox for 'Stay signed in' and a 'Sign in' button. A link for 'Can't access your account?' is at the bottom.

**\*OPTIONAL:** We recommend you change your default password.

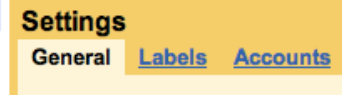
1. To change your default password:

- Click on the Settings icon  in the top right of your inbox.
- Click on “Mail settings” in the drop-down menu.

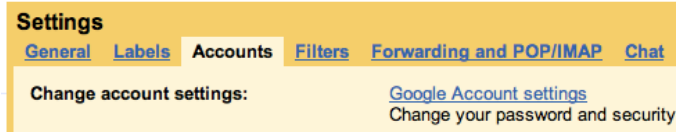


The image shows a user interface for 'ny.smccd.edu' with a gear icon for settings. A drop-down menu is open, showing options: 'Mail settings', 'Mail help', and 'Report a bug'.

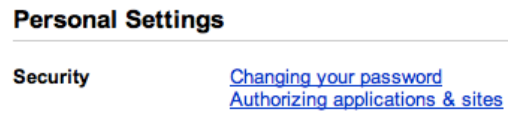
2. Click the “Accounts” tab on the settings page.



3. Click on the “Google Account settings” link.



4. Click the “Changing your password” link.



5. The Google Account page opens.

- Type your default password in the “Current password” box.
- Type your chosen new password in the “New password” box.
- Type the chosen new password again in the “Confirm new password” box.
- Click the “Save” button.

### Change password

Current password:

New password:

Confirm new password:

6. Create a secure password.

- Use punctuation marks, numbers, Capital and lowercase letters.
- Click the “Password strength” link for more information.

[Password strength:](#) **Strong**

7. A message confirms that you successfully saved your password.

Your new password has been saved - [OK](#)

### Personal Settings