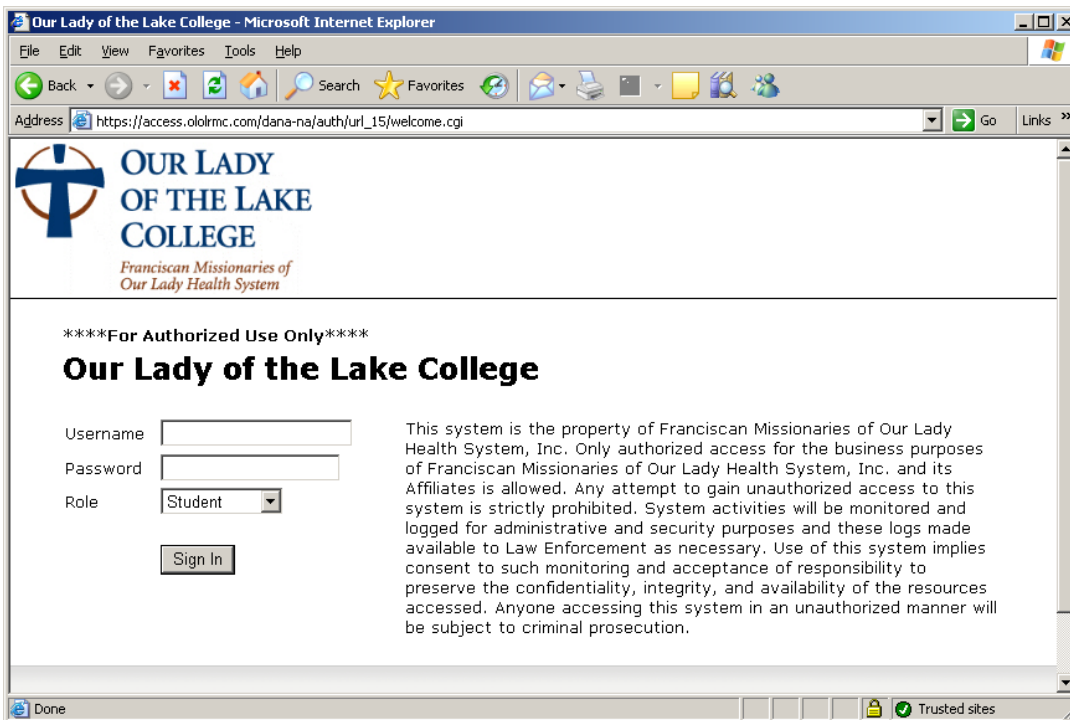
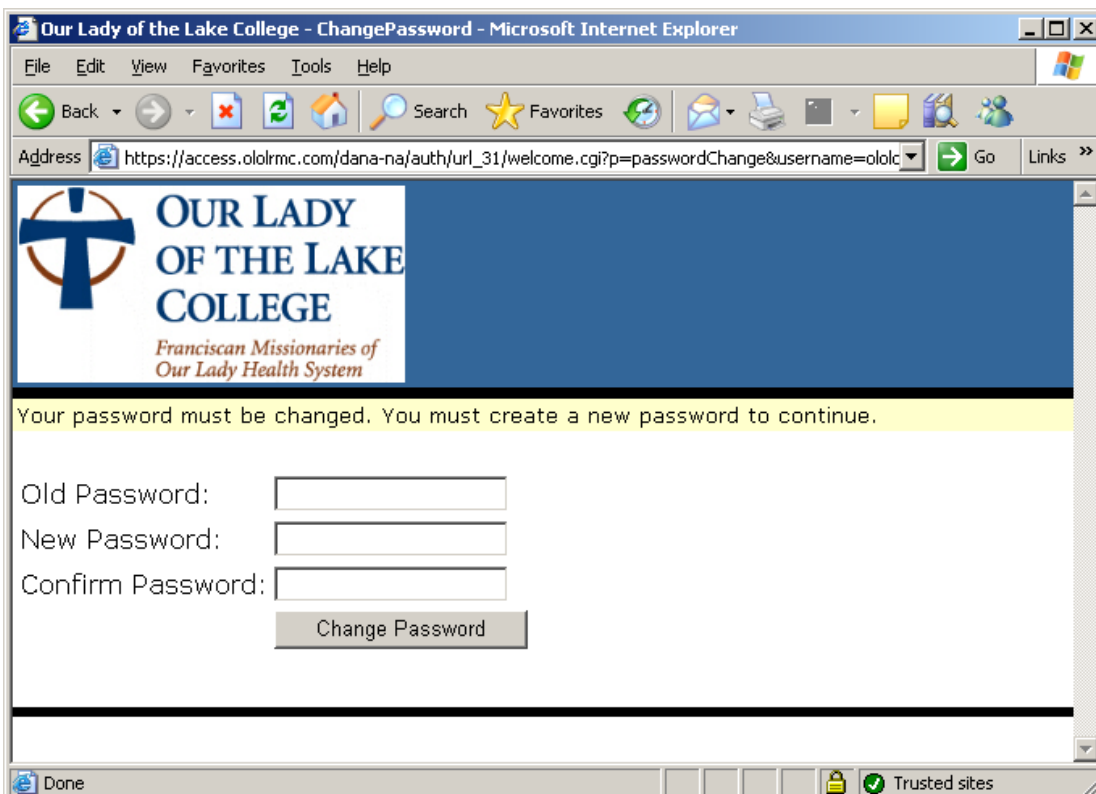


Open your Internet browser, enter **access.ololmc.com/college** in the Address: and hit Go.



In the Username field enter your College userID, for the password put in **templast4** - where **last4** is the last 4 digits of your SS #, then hit Enter.

This should bring you to this screen, where you will create and confirm a new password.

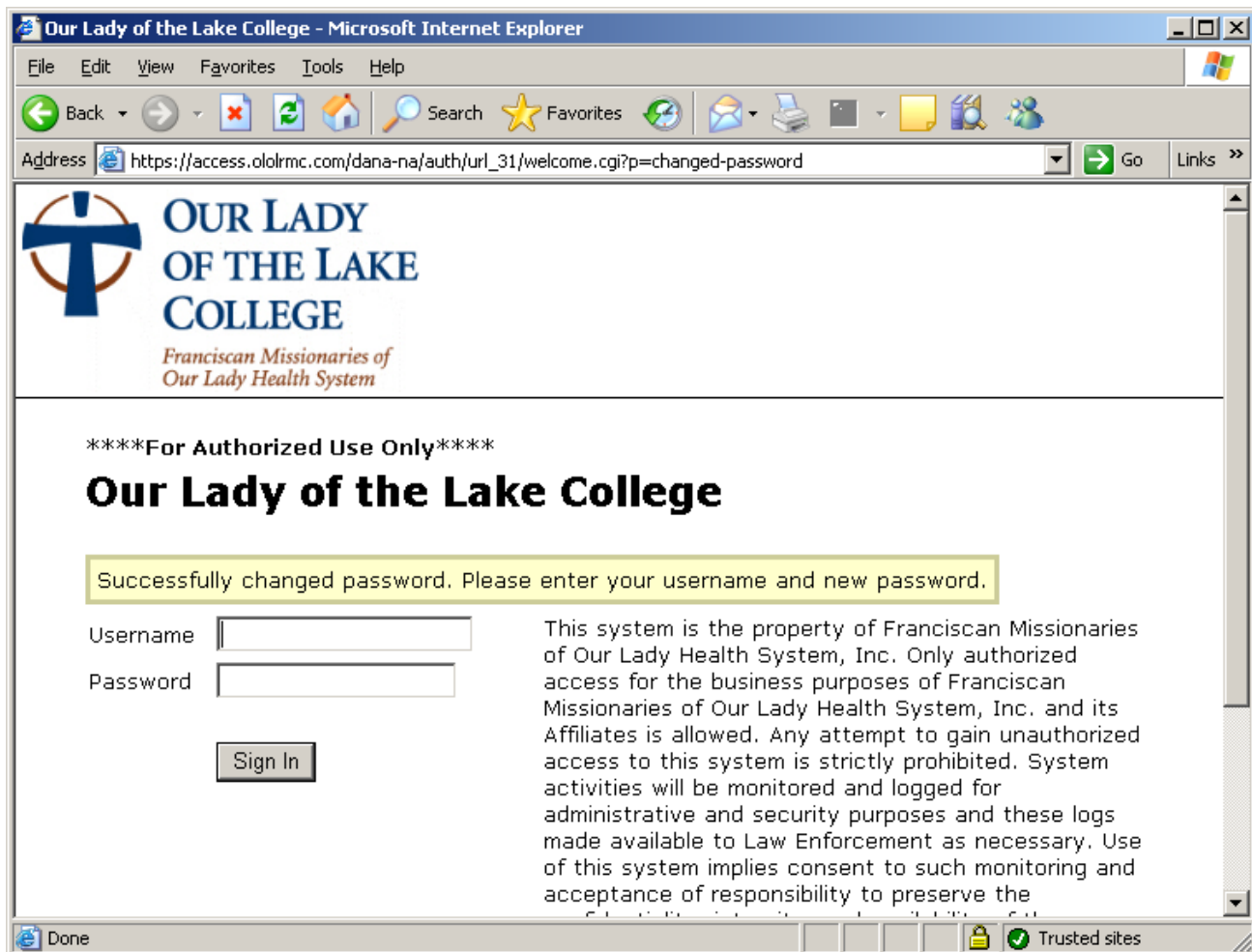


For **Old Password**: put in the temporary password you just used. For **New Password**: and **Confirm Password**: put in what you would like to set it to - you must enter exactly the same thing in New and Confirm or it won't work.

Your new password must be a minimum of 8 characters long, it should NOT be the same as your username, or something simple like 12345678.

Note: If you forget this new password once it has been changed you cannot come back to this link to change it until you contact the College IS department to have it reset. You can call the College IS HelpDesk at 768-0807 or come to the IS department on the second floor Administration building.

After entering something in each field hit Change Password, which should bring you to this screen:



At this point **do not log back in** – instead close the Internet browser, open a new one and go to www.ololcollege.edu to access your student web information and email.