HWS Password Reset with Password Station

Password services, including changing your password and resetting your password if it is forgotten, are available at [http://password.hws.edu](http://password.hws.edu).

Please note that registration and changing your password is a two-step process.

**Step One: Registering in Password Station**

1. Open a supported Web browser and go to [http://password.hws.edu](http://password.hws.edu).

2. Leave the default as HWSMICRO in the domain drop-down list.

3. Enter your HWS network Username.

4. Click I Agree to continue.

Upon first login, the system will prompt you to register. **This is a one-time setup and enables full use of the Password Station service.**

5. Enter your HWS network password in the Password field and click Continue.

6. Click Continue on the next page to submit your security questions.
7. Select three questions and submit answers that would be difficult for other people to guess. The question and its answer should be something known only to you and not shared with anyone else. Click Continue to save your questions.

8. A page stating that you have successfully enrolled in the Password Station service should appear. Click Continue to go to the main menu page.

9. Please note that you are not finished yet. The first time you register, you must continue on to the main page, as instructed below, and change your password based on the new password requirements.

**Step Two: Changing your password**

1. Click the Change Password button.

2. Enter your current password in the Current Password field.
3. Enter the new password you would like in the **New Password** and **Confirm New Password** fields. Passwords must meet the following criteria:
   - Be at least 8 characters long (the longer, the better)
   - Contain at least one **UPPERCASE** letter
   - Contain at least one **lowercase** letter
   - Contain at least one **number**

4. Click **Continue** to finalize your new password.

*Congratulations!* You have finished the process and your password now meets the new requirements.
Additional Features offered via Password Station

Password services, including changing your password and resetting your password if it is forgotten, are available at http://password.hws.edu.

Main Menu

To log in and access all of the available services:

1. Open a Web browser and go to http://password.hws.edu.

2. Leave the default as HWSMICRO in the domain drop-down list.

3. Enter your HWS network Username.

4. Click I Agree to continue.

At the main menu, you can:

- Reset your password, if forgotten, by correctly answering your three security questions.

- Change your password from any computer on the Internet.

- Change the enrollment information and security questions you set at your first login.
Resetting a Forgotten Password

To reset your password if it is forgotten:

1. Click the Forgot Password button.

2. Answer your three security questions as they are presented to you, clicking Continue after each answer.

3. Enter the new password you would like in the New Password and Confirm New Password fields.

4. Passwords must meet the following criteria:
   - Be at least 8 characters long (the longer, the better)
   - Contain at least one UPPERCASE letter
   - Contain at least one lowercase letter
   - Contain at least one number

5. Click Continue to finalize your new password.
Changing your password

1. Click the **Change Password** button.

2. Enter your current password in the **Current Password** field.

3. Enter the new password you would like in the **New Password** and **Confirm New Password** fields. Passwords must meet the following criteria:
   - Be at least 8 characters long (the longer, the better)
   - Contain at least one **UPPERCASE** letter
   - Contain at least one **lowercase** letter
   - Contain at least one **number**

4. Click **Continue** to finalize your new password.
Changing Registration Information and Security Questions

To change your registration information:

1. Click the **Register** button.

2. Enter your **HWS network password** and click **Continue**.

3. Change your questions and answers as desired and then click **Continue**.

4. Click **Continue** to return to the main Password Station page.