

Changing your NetID Password

This document is to help you change your NetID password **if you can currently log in** with your NetID and password. Please contact the ITS Helpdesk if you have forgotten your NetID password or if it has expired.

Your NetID password will need to be changed a minimum of once every six months. A reminder email will be sent to you when your password is about to expire. You can also check the expiration date for your password through the *NetID Password Management* section of <http://gateway.tamu.edu>.

1. To update your password, go to <http://gateway.tamu.edu> and click **NetID Password Management** under *NetID Account Management* (Figure 1).



Figure 1: Click NetID Password Management

2. Click **Change NetID Password** (Figure 2).



Figure 2: Click Change NetID Password

3. Log in with your current NetID and password (Figure 3).

The screenshot shows the Texas A&M University 'CHANGE NETID PASSWORD' page. At the top, there is a navigation bar with 'Aggie Gateway', 'Central Authentication Service', and 'Forgot Your Password?'. Below this is a main content area with a dark header that says 'Please Log In To Change Your NetID Password!'. The main area contains two input fields: 'NetID:' and 'Password:'. To the right of these fields is a red circular 'Log in' button. Further right, there is a 'New User?' section with a blue 'Activate your NetID' button. Below the input fields, a message reads: 'You must login with your Texas A&M NetID to change your password.'

Figure 3: Log in with your NetID and password

4. Enter your new **NetID password** in the New Password field.
Note: Make sure your password meets the criteria listed above the Change Password dialog box.
5. Retype your new **NetID password** in the Confirm New Password field.
6. Click **Submit Password** to save your changes (Figure 4).

The screenshot shows the Texas A&M University 'CHANGE NETID PASSWORD' page. At the top, there is a navigation bar with 'Aggie Gateway', 'Central Authentication Service', and 'Forgot Your Password?'. Below this is a main content area with a dark header that says 'Change Password'. The main area contains a paragraph of text: 'A good password should be hard to guess and somewhat easy to remember. You do not want to have to write it down. While we cannot tell you when a password is too difficult to remember, we do have some [guidelines](#) for making a password that is not too easy to guess.' Below this text is a section titled 'Your password must:' followed by a list of requirements: 'be at least eight (8) and at most thirty-two (32) characters long', 'begin with a letter', 'contain at least one (1) number', and 'contain only the following characters: a-z, A-Z, 0-9, `~!@#%^&*()-_=[{}]\|;:',<.>?/'. Below the list is a 'Change Password' section with two input fields: 'New Password:' and 'Confirm New Password:'. To the right of these fields is a blue 'Submit Password' button. Further right, there is a 'Finished?' section with a red circular 'Log out' button.

Figure 4: Enter your new password

7. When you see the confirmation message, click **Log out** (Figure 5).

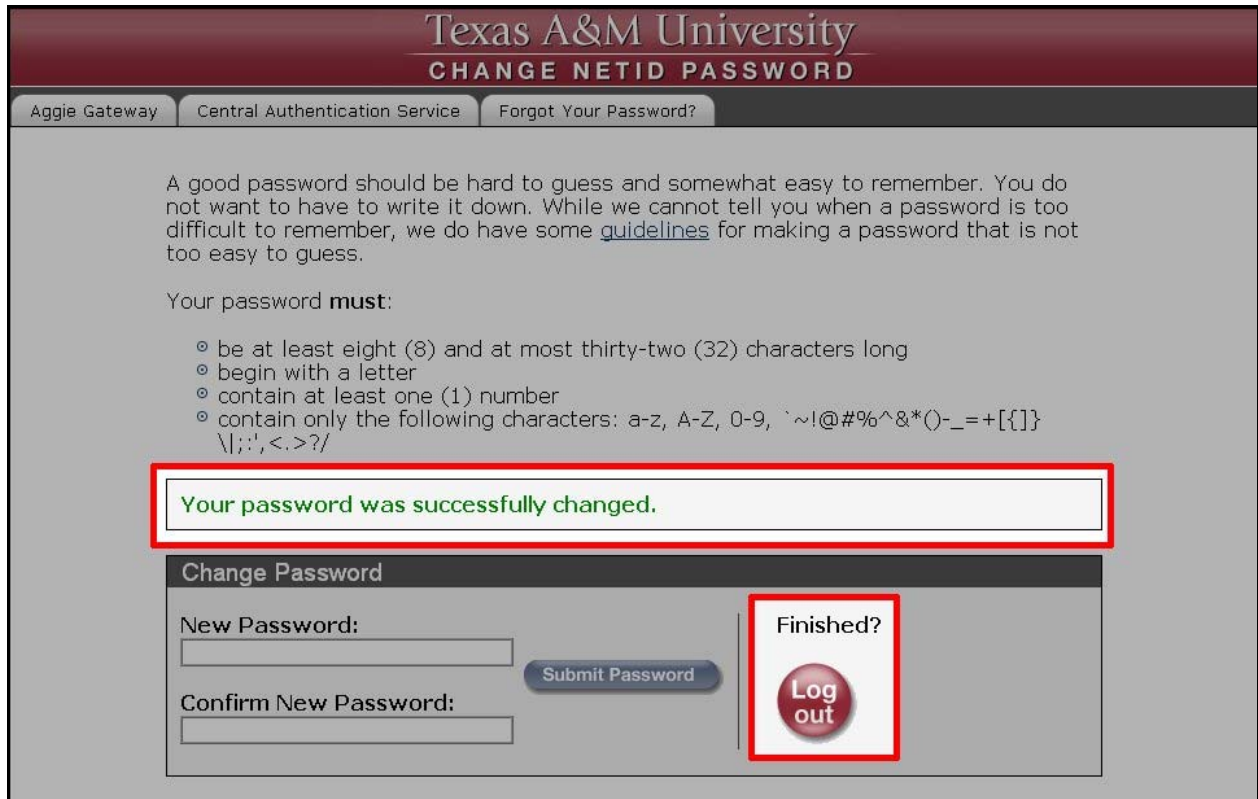


Figure 5: Log out after seeing the confirmation message

You should be able to use the new password on TAMU Email (Neo) immediately, but please allow approximately 10 minutes for any other systems to be updated.