1. Open your browser (Internet Explorer or Firefox) and type http://www.stlcc.edu in the address bar, then, click on the MYSTLCC button in the upper right corner of the web page.

2. Click on the Get Your MySTLCC ID.

   **NOTE:** You must know your MySTLCC ID in order to change your password.

3. Click the **Change your password** link in the ABC list.

   **IT'S AS SIMPLE AS ABC...**
   - Access your MySTLCC ID user name.
   - Be smart! **Change your password.**
   - Complete your security questions.

4. Type the two words that appear in the reCAPTCHA box.

   **If the text is unclear, you can click on Get new challenge as many times as you need.**

   (Note: You must click Submit. If you just press Enter, you will be presented with new reCAPTCHA terms.)

   You MUST click the Submit button to continue.
5. Type your current MySTLCC information.
   In the **Username** field, type your **MySTLCC ID**.

   In the **Current Password** field,
   - **IF THIS IS THE FIRST TIME TO CHANGE YOUR PASSWORD**, type your “A” number followed by a # symbol. A_ _ _ _ _ _ _ _ _ #
   - **IF YOU ARE CHANGING YOUR PASSWORD FROM A PASSWORD YOU CREATED BEFORE**, type your current password.

   Click **Next**.

6. Type a new password and type it a second time to confirm your password.

   Click **Finish**.

   `As you type your New Password, a green checkmark will appear next the criteria that have been met.`

   `Your password is changed!`

   **Password changed**
   You password has now been successfully changed.

   *Now it’s time to set up your security questions. If this is your first time resetting your password, Click here to continue.*

   If you are working from a public computer, you will be prompted to sign in to the Security Questions application after you enter the reCaptcha information. Be sure to use your MySTLCC ID and your NEW password to sign in.

   If you already logged in to a college workstation, you will proceed directly to the Security Questions application after you enter the reCaptcha information.

   **IMPORTANT! Complete the last step: Setup your security questions!**
   Click on the link “Click here to continue.”