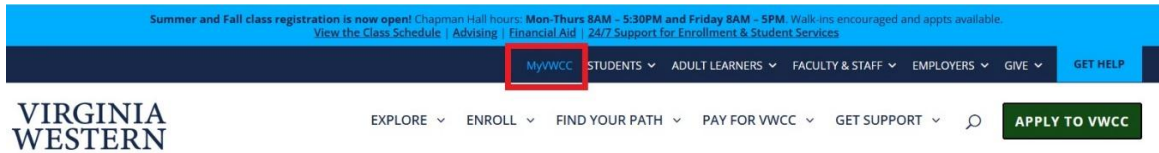


Reset Your MyVWCC Password: I know my password

Reset your MyVWCC password (used for the VCCS system, including SIS, Canvas, Gmail, etc)

1. On www.virginiawestern.edu, click on the “MyVWCC” menu option at the top of the webpage:



2. Enter your username used to create the account and hit GO:

A screenshot of the Virginia Western login page. The page features the Virginia Western logo at the top. Below the logo is a 'Need help?' link. The main form has a 'Username' input field, which is highlighted with a red rectangular box. Below the input field is a 'Forgot Username?' link. At the bottom of the form is a yellow 'GO' button.

3. In the next window put your password in the blank field and hit GO:

A screenshot of the Virginia Western password page. The page features the Virginia Western logo at the top. Below the logo is a 'Need help?' link. The main form has a 'Password' input field, which is highlighted with a red rectangular box. To the right of the input field is an eye icon. Below the input field is a 'Forgot Password?' link. At the bottom of the form are two buttons: a yellow 'GO' button and a white 'START OVER' button.

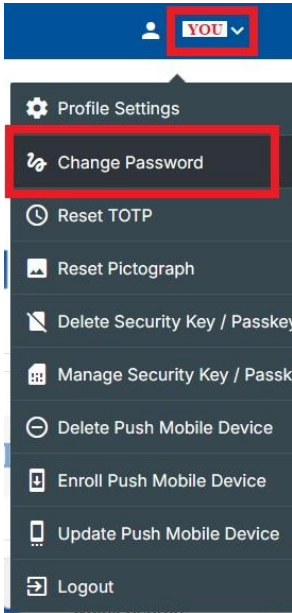
4. In the next window enter the code generated in your authenticator app or other method you have set up for multi-factor authentication, then hit GO:

A screenshot of the Virginia Western TOTP page. The page features the Virginia Western logo at the top. Below the logo is the text 'TOTP - One Time Password' and a 'Need help?' link. The main form has a heading 'Enter TOTP code generated in your app.' followed by a 'Code' input field, which is highlighted with a red rectangular box. Below the input field is a note: 'If you no longer have access to the code, please contact your local college help desk.' At the bottom of the form is a checkbox labeled 'Remember this computer for 30 days'. Below the checkbox are two buttons: a yellow 'GO' button and a white 'START OVER' button.

5. For the next window, in the top-right corner, click your profile name:



6. From the drop-down list of options beneath your profile name, select “Change Password”:



7. Follow the instructions provided for password complexity, input your old password, then your new password.

If you have any issues or concerns, please don't hesitate to contact the Help Desk at 540-857-7354 for assistance.