Notice

How to Change your Student Password

Dear students,

For security reasons, you are advised to change your password on the e-learning platform, to a stronger password. This is to avoid someone using your login details to access your e-learning platform suspiciously. Remember that your tests and assignments are handled on this platform.

Please change your password now, by following the steps below, and keep your login details undisclosed to anyone.

How to Change your Password.

Have your Cellphone number and email address ready.

1. Click on this link: www.office.com/
   Or copy-and-paste the link into an Internet Browser.

2. You will get the page below. Click on Sign In.
3. Enter your **student email address**, i.e. your\textit{studentnumber}@students.unam.na. Remember to use your own student number.

4. Enter your **UNAM student portal** password, and click on **Sign In**.
5. You will get the screen below. Click on **Next**

![More information required dialog box](image)

6. You will get the screen below.

![Keep your account secure dialog box](image)

- Select **Namibia (+264)**.
- Enter your **cellphone number**.
- Make sure that “**Text me a code**” is selected and click on NEXT.
- You will get the screen below.
- Check your phone and copy the number sent to you on SMS.

- Enter the code you received on SMS here and click Next

- You will get this screen below when the process is successful.
7. You will get the **Welcome** screen, like the one below. Click on the X button to **Exit**.
8. You will get the screen below. In the top right hand corner **click** on the **Settings** icon.

**Settings icon** looks like this

9. You will get the screen below. Click on **Change password**
10. You will get the screen below.

Enter your **Old Password** (the UNAM student portal one).

Enter a **New Password**, and **Confirm** the new password.

Keep your new password safe!

**Your new password must be:**

1. 6 (minimum) – 16(maximum) characters long.
2. Use Symbols like (@ # $ % ^ & *).
3. Use numbers.
4. Use uppercase and lowercase letters.