Computer Centre



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.

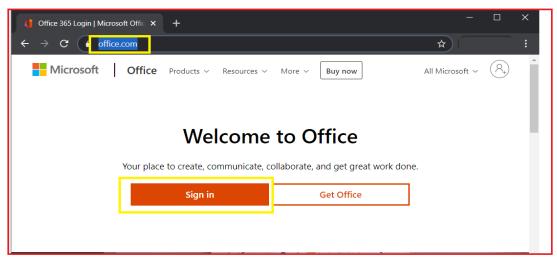
How to Change your Password.

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.



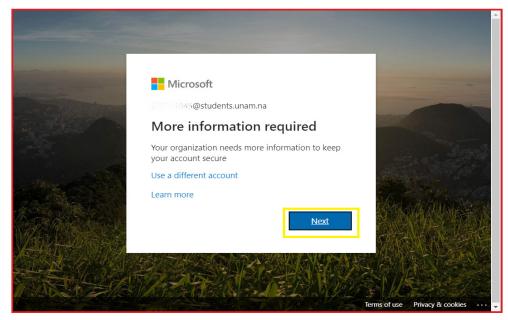
3. Enter you **student email address**. i.e. **yourstudentnumber**@students.unam.na Remember to use your own student number.

and the second second	Microsoft	
Ser Committee	Sign in	
State of the second sec	202078 @students.unam.na	and the second s
	No account? Create one!	Start Start
Sparse Barris	Can't access your account?	A State of the second
	Sign-in options	Low And Mind Start
CEPTER STON	Next	
	MARCHING AND ALSON	

4. Enter your UNAM student portal password, and click on Sign In.

	Microsoft	
	← @students.unam.na	
	Enter password	and the second
	Forgot my password	
	Sign in	Art Minest
NEALD A		

5. You will get the screen below. Click on Next



6. You will get the screen below.

=	E Unam	?
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.	Â
	Phone You can prove who you are by answering a call on your phone or texting a code to your phone. What phone number would you like to use?	
	United States (+ 1) Enter phone number	
	Text me a code Call me Message and data rates may apply.	
	Next	
	I want to set up a different method Skip setup	Ŧ

- o Select Namibia (+264).
- o Enter your **cellphone number**.
- o Make sure that "Text me a code" is selected and click on NEXT.

Unam			
	Kee	p your account secure	
	Your organization requires	s you to set up the following methods of proving	who you are.
	Phone		
	You can prove who you are by answering a What phone number would you like to use	a call on your phone or texting a code to your ph	one.
	Namibia (+264)	• 08155486986	
	• Text me a code		
	Call me		
	Message and data rates may apply.		
			Next

- o You will get the screen below.
- o Check your phone and copy the number sent to you on SMS.

Unam		?
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
	Phone We just sent a 6 digit code to +264 0817 Concerning Enter the code below. Enter code Resend code Back Next	

• Enter the code you received on SMS here and click **Next**

تا (nam	?
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
	Phone We just sent a 6 digit code to +264 081200007. Enter the code below. 975376 Resend code	

• You will get this screen below when the process is successful.

Unam		
	Keep your account secure	
	Your organization requires you to set up the following methods of proving who you are.	
	Success!	
	Great job! You have successfully set up your security info. Choose "Done" to continue signing in.	
	Pefault sign-in method: Phone - text 081/2 1403677 Phone +264 081256-1677	
	Done	
	★ +264 0812s ≤ 50°	

≡	Unam		
		Keep your account secure	
		Your organization requires you to set up the following methods of proving who you are.	
		Phone	
		SMS verified. Your phone was registered successfully	
		Next	

7. You will get the **Welcome** screen, like the one below.

Click on the X button to **Exit**.

 Microsoft	×	
		\rightarrow
Welcome, 200741845 Let Office 365 help you get your classwork done		

8. You will get the screen below. In the top right hand corner **click** on the **Settings** icon.

Setting	s icon lo	ooks like t	his 🔅	<u> </u>				
Office 365		✓ Search	n			P	戀 ?	Q
Good mo	rning, 20			Install Office	~	Settings		×
						Themes		
+			w	x		Office		
Start new	Outlook	OneDrive	Word	Excel			en fa	
2	N	5	L	s		View all		
PowerPoint	OneNote	SharePoint	Teams	Sway		Dark Mode	(
\rightarrow						Password		
All apps						Change your password \rightarrow		
Recent Pinn	ied Shared	with me Disc	cover		Ť	Contact preferences Update contact preference	$_{ m es}$ $ ightarrow$	

9. You will get the screen below.

Click on Change password

Office	365			ф ŵ	?	Q
Δ	New to Office 365? This is your Office 365 home page—where and access all of your Office 365 apps. If it's could be that your user license was very ret to you. Wait 10 minutes and refresh this pa don't see any apps, contact your IT departm help you get up and running.	s empty, it cently assigned X ge. If you still	Settings Themes			×
Go	od afternoon	Install Office \vee	View all			
		🏴 Feedback	Password Change your p Contact pref Update contac			

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.

change password	
User ID 2007/11845@students.unam.na Old password	
Create new password	
Confirm new password	
submit cancel	

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.