

Email Password Change Tutorial

If you are logging into the Prairie State Gmail system for the first time, please start at Step 1 below. If you are currently in the email system and would like to change your password, please skip to Step 2.

1. From the Prairie State homepage, click the Student Email link in the purple box on the right side of the page. This will direct you to the Google Apps logon screen.



- a. In the Username field, type in your current username. If you are a new student, this will be the username that was sent to you in the mail. It will likely be your first initial and last name, possibly with numbers to follow.
- b. In the Password field, type in your current password. If you are a new student, this will be the password that was sent to you in the mail.
- c. You have the option to Stay Signed In to your Google account on the PC that you are currently using. DO NOT check this box if you are on a public access computer.
- d. Click Sign In.
- e. You are now taken to the Change Password screen. In the first field, type in your current password (the password you just used to login to the system).

A screenshot of a sign-in page for 'Students.prairiestate.edu'. It features a title 'Sign in to your account at Students.prairiestate.edu'. Below the title are two input fields: 'Username:' and 'Password:'. The username field has a placeholder '@students.prairiestate.edu'. There is a checkbox labeled 'Stay signed in' and a 'Sign in' button. At the bottom, there is a link that says 'Can't access your account?'.A screenshot of a 'Password change' dialog box. The title is 'Password change' and the subtitle is 'students.prairiestate.edu Account'. The text says 'Change the password you use to sign in to your Students.prairiestate.edu account.' Below this, there is a 'Name:' label. The 'Login name:' is 'ittrainer @ students.prairiestate.edu'. There are three input fields: 'Your current password:', 'Choose a new password:', and 'Re-enter new password:'. The 'Choose a new password:' field has a note 'Minimum of 6 Password strength. characters in length.' At the bottom, there are two buttons: 'Change Password' and 'Cancel'.

- f. In the next field, type in what you would like to use as your new password. Note that there is a 6 character minimum for this password. Click on the Password Strength link for tips on creating a secure password.
- g. In the last field, type in your new password again. Then click Change Password.

2. From within your email account, click Settings in the top right [Settings](#) corner of your screen.

a. Go to the Accounts tab. [Accounts](#)

b. Notice the section labeled Change Password. Click the Change Password link within this section.

Change Password: Follow this link [Change Password](#) to reset your password.

c. You are now taken to the Change Password screen. In the first field, type in your current password (the password you just used to login to the system).

Password change

students.prairiestate.edu Account

Change the password you use to sign in to your Students.prairiestate.edu account.

Name:

Login name: ittrainer@students.prairiestate.edu

Your current password:

Choose a new password: Minimum of 6 [Password strength:](#) characters in length.

Re-enter new password:

d. In the next field, type in what you would like to use as your new password. Note that there is a 6 character minimum for this password. Click on the Password Strength link for tips on creating a secure password.

e. In the last field, type in your new password again. Then click Change Password.