**Initial Password Setup Instructions:**

- Navigate to: [http://welcome.champlain.edu/](http://welcome.champlain.edu/)
- Click on where it says: **Click here** to visit our account activation site.
- Click on where it says: ___ **Click here to change your password** ___
- Domain should say: Champlain
- Account: firstname.lastname -> **Example:** barack.obama
- Old Password: MMDDYYYY = Example: He was born on the 4 August 1961, which translates to 08041961

- Enter new password. You can use both numbers and letter, or just letters if you prefer. Try selecting a strong password around 7 characters.
- Enter new password under “Confirm new password.”
- Select OK.
- You should now be able to login to [https://webmail.champlain.edu](https://webmail.champlain.edu) to verify that it worked.
- Username: first.lastname and password will be the new password you created.