
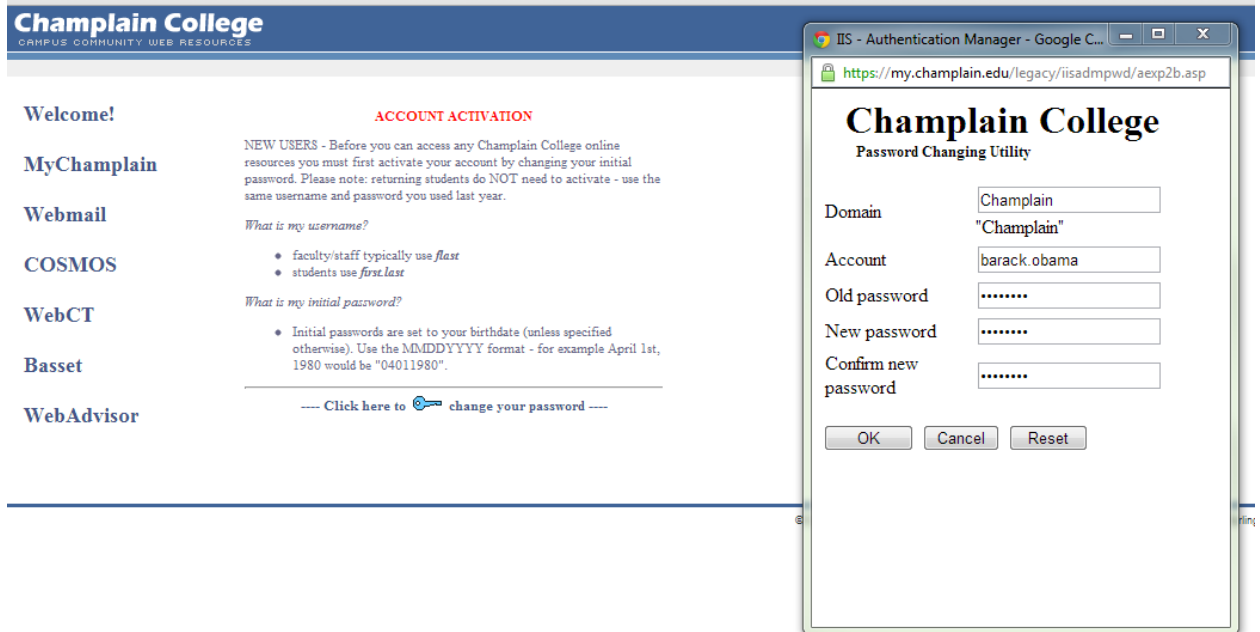


## Initial Password Setup Instructions:

- Navigate to: <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> to verify that it worked.
- Username: first.lastname and password will be the new password you created.