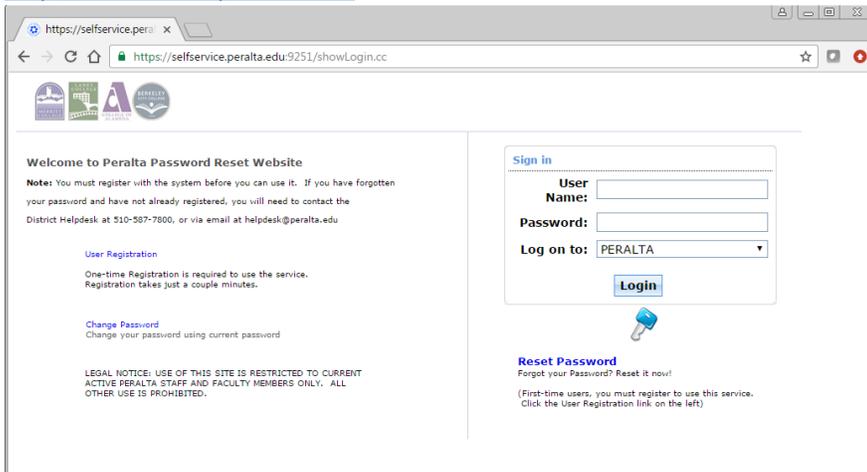
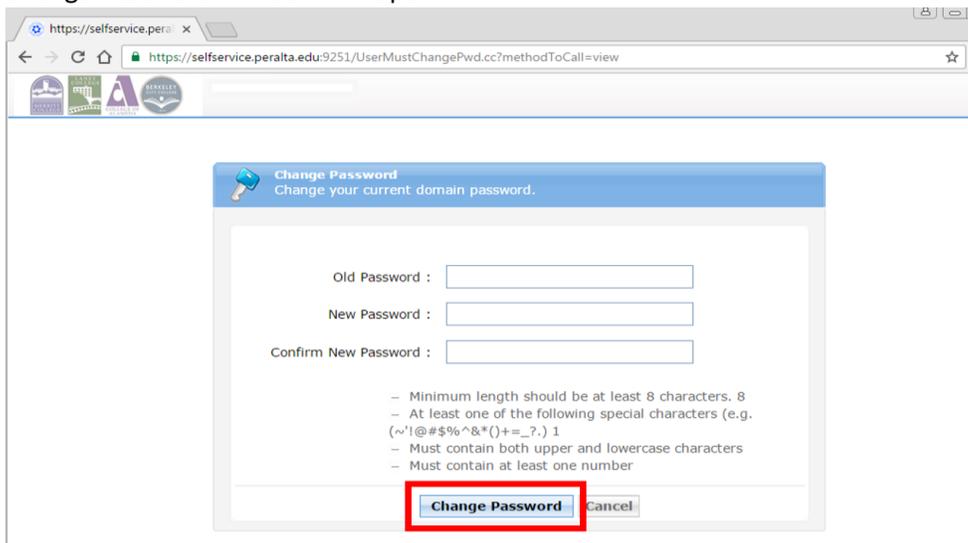


How to Change Password

1. Please open your internet browser(Chrome, Firefox, Internet Explorer)
2. Please use the link below:
<http://selfservice.peralta.edu>



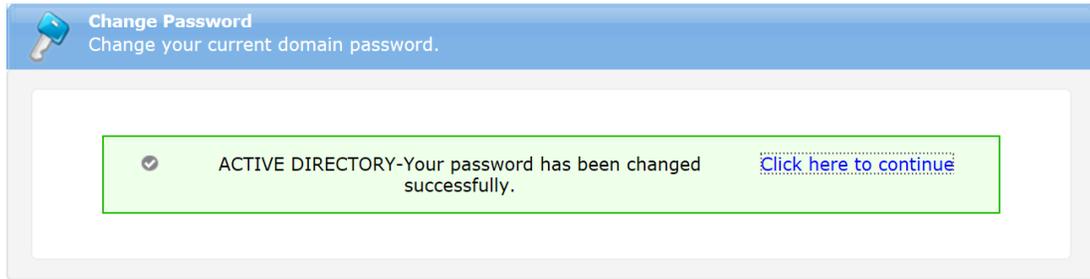
3. Type your username (**The first part of your Peralta email address, without @peralta.edu**) and for the password, **type employee's last name with the first letter capitalize and the last 4 of social security number**.
4. Click **Login** button
Change Password Window will open



5. Enter employee's last name with the first letter capitalize and the last 4 of social security number in the **Old Password** field
6. Enter your new password in the **New Password** field
 - Password minimum length should be at least 8 characters and the 3 requirements below:
 - At least one of the following special characters (e.g. (~!@#\$\$%^&*()+=_.?)
 - Must contain both upper and lowercase characters
 - Must contain at least one number
7. Enter your new password again in the **Confirm New Password** field
8. Click on **Change Password** to save password.

How to Change Password

Now you should get the message “ACTIVE DIRECTORY-Your password has been changed successfully.”



9. Now you can login to your accounts with your new password.

If you still need assistance please [email IT at coahelpdesk@peralta.edu](mailto:coahelpdesk@peralta.edu)