

Change Your Password in myACcount On a PC



myACcount is the main portal through which all of your Amarillo College accounts are controlled. When you change your password in myACcount, all other Amarillo College logins will automatically be changed as well. This includes logins for computers on campus, WebAdvisor, AC Online, Gmail, and others.

*Students must change their temporary password within 14 days of acceptance to the college. Afterword, they will not be required to change their password.

**Employees are required to change their password once every 90 days. This change does not affect employees' Datatel login.



1. In a web browser, navigate to *myaccount.actx.edu*



- 2. Enter your ACNetID and password, then click "Submit".
- 3. Click on the link labeled"Password Reset".





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4. Enter your old password in the first space.



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5. Following the rules listed at the left-hand side of the page, create a new password. Then enter it in the second space, and re-enter it in the third space.



6. Click "Submit".

This is a publication of Information Technology Services. For further assistance, please contact the Technology Information Center by Phone: (806) 371-5100, Email: ITS@actx.edu, or visit us in Russell Hall Room 121.