1. Enter https://account.activedirectory.windowsazure.com/ChangePassword.aspx in the URL bar or click on this hyperlink. Log into your account and authenticate using Duo to see the screen shown in Step 2.

2. Fill out the empty fields. Type in your current password, and then type in your *new password (see minimum password requirements below). After confirming your new password by retyping it, click Submit.

    UCLA School of Law

    ## Change password

    User ID
    ███@law.ucla.edu

    Old password
    ········

    Create new password
    ·········

    Confirm new password
    ··········

    Submit   Cancel

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3. If your password reset was successful, you should see a page like the following. If you do not see a page like this one after clicking Submit, your new password may not have met the minimum requirements.

Profile

Staff
LawNET

Email: ████@law.ucla.edu
Alternate email:

Manage account
Change password
Set up self service password reset
Review terms of use

Sign out everywhere

Devices & activity

💻	████	Windows Workplace joined	Disable device
💻	████	Windows Workplace joined	Disable device
💻	████	Windows Workplace joined	Disable device

*Minimum password requirements:

- Not contain all or part of the user's account name

- Cannot contain all of user's last name or first name

- Be at least eight characters in length

- Contain characters from 3 of the following 4 categories:
    - English uppercase characters (A through Z)
    - English lowercase characters (a through z)
    - One digit (0 through 9)
    - Special characters (e.g. ~!@#$%^*-_+=)