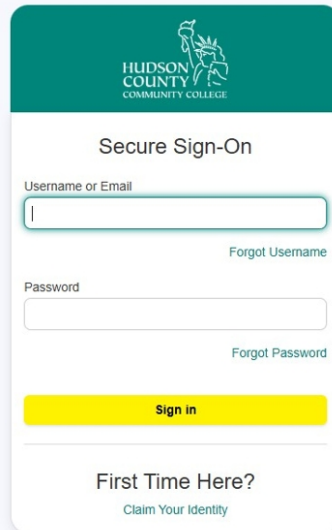


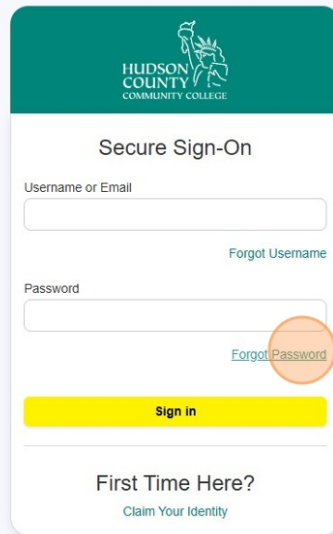
How to Reset Your HCCC Account Password Scribe[®]

1 Navigate to myaccess.hccc.edu



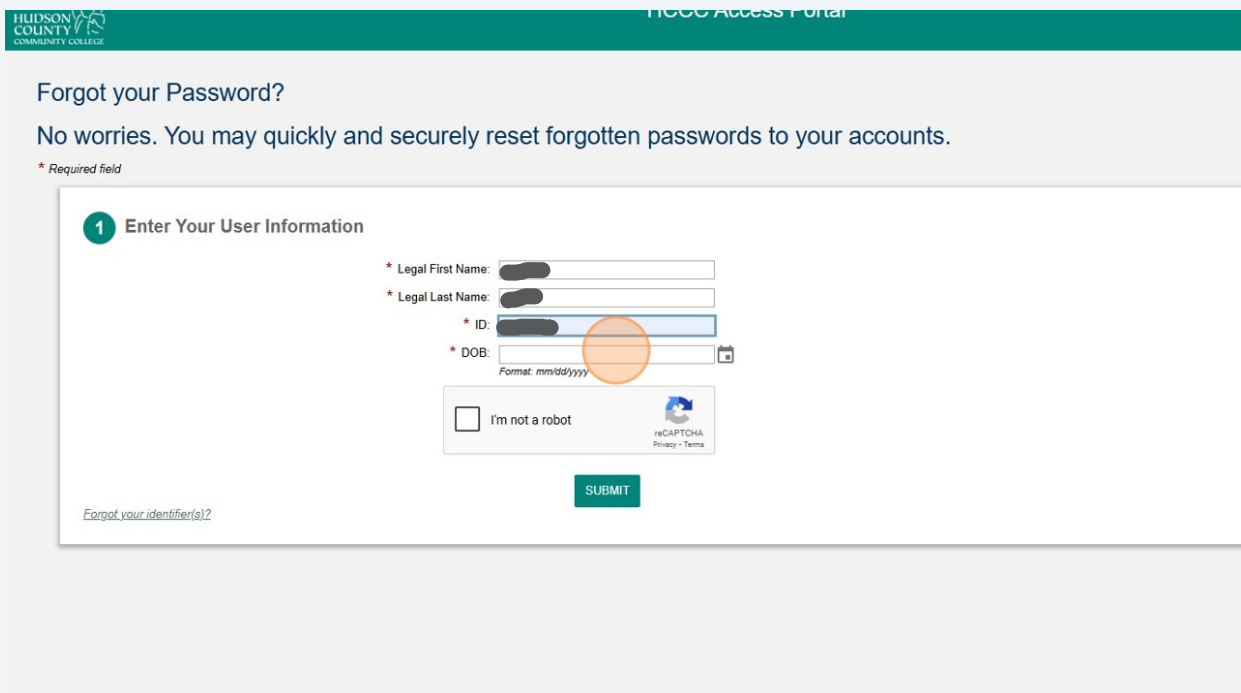
The screenshot shows the 'Secure Sign-On' page for Hudson County Community College. At the top is the college's logo. Below it, the title 'Secure Sign-On' is centered. There are two input fields: 'Username or Email' and 'Password'. To the right of the 'Username or Email' field is a link that says 'Forgot Username'. To the right of the 'Password' field is a link that says 'Forgot Password'. Below the input fields is a yellow button labeled 'Sign in'. At the bottom of the form, there is a section titled 'First Time Here?' with a link that says 'Claim Your Identity'.

2 Click "Forgot Password"



The image shows a mobile app interface for Hudson County Community College. At the top is a green header with the college's logo. Below it, the title "Secure Sign-On" is centered. There are two input fields: "Username or Email" and "Password". To the right of the "Username or Email" field is a link "Forgot Username". To the right of the "Password" field is a link "Forgot Password", which is circled in orange. Below the input fields is a yellow "Sign in" button. At the bottom, there is a section titled "First Time Here?" with a link "Claim Your Identity".

3 Fill in the information.



The image shows a web form titled "Forgot your Password?" under the "HCCC Access Portal" header. The form has a green header with the college's logo. Below the title, there is a message: "No worries. You may quickly and securely reset forgotten passwords to your accounts." A note below says "* Required field". The form is divided into two sections. The first section, "1 Enter Your User Information", contains four required fields: "Legal First Name", "Legal Last Name", "ID", and "DOB". The "ID" field is circled in orange. Below these fields is a checkbox labeled "I'm not a robot" and a reCAPTCHA widget. At the bottom of the form is a green "SUBMIT" button. A link "Forgot your identifier(s)?" is located at the bottom left of the form.

4 Click I am not a robot.

MY COLLEGE

Forgot your Password?

No worries. You may quickly and securely reset forgotten passwords to your accounts.


* Required field


1 Enter Your User Information

* Legal First Name:

* Legal Last Name:

* ID:

* DOB: 
Format: mm/dd/yyyy

☐ I'm not a robot  reCAPTCHA
Privacy - Terms

SUBMIT

[Forgot your identifier\(s\)?](#)

5 Click Submit

Forgot your Password?

No worries. You may quickly and securely reset forgotten passwords to your accounts.


* Required field


1 Enter Your User Information

* Legal First Name:

* Legal Last Name:

* ID:

* DOB: 
Format: mm/dd/yyyy

☒ I'm not a robot  reCAPTCHA
Privacy - Terms

SUBMIT

[Forgot your identifier\(s\)?](#)

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6 Click "By authenticating via a pin sent to your mobile device (*****xxx)"

COMMUNITY COLLEGE

Forgot your Password?

No worries. You may quickly and securely reset forgotten passwords to your accounts.

* Required field

1 Enter Your User Information

2 Verify Your Identity

☒ By providing the password to one of my accounts

☐ By authenticating via a pin sent to your mobile device (*****xxx)

NEXT

7 Click next.

Forgot your Password?

No worries. You may quickly and securely reset forgotten passwords to your accounts.

* Required field

1 Enter Your User Information

2 Verify Your Identity

☐ By providing the password to one of my accounts

☒ By authenticating via a pin sent to your mobile device (*****xxx)

NEXT

8 Click close

Forgot your Password?

No worries. You may quickly and securely reset forgotten passwords to your accounts.

* Required field

1 Enter Your User Information

2 Verify Your Identity: Enter The PIN That Was Sent To Your Mobile Device

* PIN:

☐ Show PIN

Information

The PIN has been sent via text to *****

9 Enter the PIN received on your device.

HUDSON COUNTY COMMUNITY COLLEGE

Forgot your Password?

No worries. You may quickly and securely reset forgotten passwords to your accounts.

* Required field

1 Enter Your User Information

2 Verify Your Identity: Enter The PIN That Was Sent To Your Mobile Device

* PIN:

☐ Show PIN

10 Click "Validate"

HUDSON COUNTY COMMUNITY COLLEGE

Forgot your Password?

No worries. You may quickly and securely reset forgotten passwords to your accounts.

* Required field

1 Enter Your User Information

2 Verify Your Identity: Enter The PIN That Was Sent To Your Mobile Device

* PIN

☐ Show PIN

11 Create a new password.

2 Verify Your Identity: Enter The PIN That Was Sent To Your Mobile Device

3 Select The Desired Accounts (Or "Account Groups") For Password Reset And Create A New Password

You may use the same password for multiple accounts and account groups if it does not violate password rules.

The list of account(s) for password reset.

Application/Group	Account	Password Rules	Last Reset Attempted On	Reset password Before
Employees	Active Directory		05/18/2025 11:35 AM	01/18/2026 11:35 AM
	Identity System		05/18/2025 11:35 AM	01/18/2026 11:35 AM
1 Total				

*New Password:

Password Strength:

* Re-type Password:

☒ View Policy Violation ☐ View Policy

Employees

Mandatory

- ✗ Cannot Be Shorter Than 10 Characters.
- ✗ Requires a minimum of 2 letters.
- ✗ Should have a minimum of 1 upper case characters.
- ✗ Should have a minimum of 1 lower case characters.
- ✗ Requires a minimum of 1 numbers.
- ✓ Cannot Be Larger Than 32 Characters.
- ✓ Cannot use Legal First Name.
- ✓ Cannot use Legal Last Name.
- ✓ Cannot use Identity User ID.

12 Click Submit.

3 Select The Desired Accounts (Or "Account Groups") For Password Reset And Create A New Password

You may use the same password for multiple accounts and account groups if it does not violate password rules.

The list of account(s) for password reset.

Application/Group	Account	Password Rules	Last Reset Attempted On	Reset password Before
Employees				
Active Directory			05/18/2025 11:35 AM	01/18/2026 11:35 AM
Identity System	Master		05/18/2025 11:35 AM	01/18/2026 11:35 AM
1 Total				

*New Password:

Password Strength: Strong

* Re-type Password:

CLEAR ALL

SUBMIT

☒ View Policy Violation ☐ View Policy

Employees

Mandatory

✓ Cannot Be Shorter Than 10 Characters.

✓ Cannot Be Larger Than 32 Characters.

✓ Requires a minimum of 2 letters.

✓ Should have a minimum of 1 upper case characters.

✓ Should have a minimum of 1 lower case characters.

✓ Cannot use Legal First Name.

✓ Cannot use Legal Last Name.

✓ Cannot use Identity User ID.

✓ Requires a minimum of 1 numbers.

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13 Click Exit. Your password has been successfully reset.

Forgot your Password?

No worries. You may quickly and securely reset forgotten passwords to your accounts.

* Required field

1 Enter Your User Information

2 Verify Your Identity: Enter The PIN That Was Sent To Your Email

3 Select The Desired Accounts (Or "Account Groups") For Password Reset And Create A New Password

You may use the same password for multiple accounts and account groups if it does not violate password rules.

The list of account(s) for password reset.

Application/Group	Account	Password Rules	Last Reset Attempted On	Reset password Before
Employees				
Active Directory			05/18/2025 11:35 AM	01/18/2026 11:35 AM
Identity System	Master		05/18/2025 11:35 AM	01/18/2026 11:35 AM
1 Total				

*New Password:

Password Strength: Strong

* Re-type Password:

CLEAR ALL

SUBMIT

☒ View Policy Violation ☐ View Policy

Employees

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✓ Cannot Be Shorter Than 10 Characters.

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✓ Requires a minimum of 2 letters.

✓ Should have a minimum of 1 upper case characters.

✓ Should have a minimum of 1 lower case characters.

✓ Cannot use Legal First Name.

✓ Cannot use Legal Last Name.

✓ Cannot use Identity User ID.

✓ Requires a minimum of 1 numbers.

Information

You have successfully reset your password.

EXIT