

To change your PeopleSoft password please follow these directions:

1. Login into PeopleSoft using your default password  
Your password is the first two digits of your first name, first two digits of your last name, and the last four digits of your social security number.  
**Please note that the first four characters are lowercase.**

The MENU options are located on the left hand side of the Main PeopleSoft screen

2. Select CHANGE MY PASSWORD option
3. Enter your current password
4. Enter your new password  
Your password is case sensitive.
5. Confirm the new password
6. Click on *CHANGE PASSWORD*
7. Click OK  
You have successfully changed your password!

**NOTE: This changes your PeopleSoft password and your myNTC password. This does not change any other passwords.**

If you need assistance, please contact the NTC Help Desk at extension 1160, or 715-803-1160, or via email at [help\\_desk@ntc.edu](mailto:help_desk@ntc.edu).

Thank you!