

New Curriculum Students

If you are a new curriculum student, your password will initially be set to the **last six digits** of your Social Sec. Number. New students should follow these instructions to create a permanent password...

1. Go to the ECC home page, <http://www.edgecombe.edu/>
2. Click "Student Portal" on the far right. Click "Self Service"
3. Enter your username and, for the password, the last six of your SSN
4. You will be forced to change the six-digit temporary password to a new permanent one, which will also become your password for MyEdge email and for Moodle. Self Service will say, "**Login failed: Your password has expired. Please choose a new password.**" and then ask you for your User ID and Current Password.
5. For "Current Password" enter the last six digits of your SSN again. The new password you create here in Self Service will then be the *only one you'll need* for **Self Service, MyEdge** student email, and **Moodle**. The new password must be between 6 and 15 characters long and *must* contain *some* numbers. It can be *all* numbers, but it does not have to contain both numbers and letters. So you could use your student ID number.
6. Once you change your password in **Self Service**, please enroll your password in **MyPassword Management**,

Here's how to do that...

Instructions for enrolling your password in **MyPassword Management**

Go to the site <http://mypassword.edgecombe.edu/>

Username and Password same as Self Service

Once in – Follow the prompts to enroll

If you ever forget your password or need to change your password - you can go to the [MyPassword Management](#) site and choose "Forgot your password?" Or "Account locked down?"