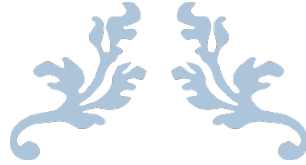




كليات التقنية العليا
HIGHER COLLEGES OF TECHNOLOGY



PASSWORD MANAGEMENT

User Guide



JUNE 21, 2016

HIGHER COLLEGES OF TECHNOLOGY – CS IT

Password Management

Use <https://accounts.hct.ac.ae> (on any device) to reset or change the password.

You will get a page with 2 options: Forgot Password & Change Password

Forgot Password:

1. When you click on Forgot Password tab, below screen will appear:



The screenshot shows the 'Forgot Password' page. At the top left is the logo of Higher Colleges of Technology (HCT) with the text 'كليات التقنية العليا' and 'HIGHER COLLEGES OF TECHNOLOGY'. Below the logo are two tabs: 'Forgot Password' (selected) and 'Change Password'. The main heading is 'Forgot Password'. Below this is a form with the text 'Enter your Login-ID : H00032104' and a 'Request Password' button. At the bottom, there is a copyright notice: 'Copyright © 2015 Higher Colleges of Technology - UAE'.

2. Put in your student ID and click on Request Password.
3. You will now see a page like this.



The screenshot shows the 'Confirm' page. At the top left is the logo of Higher Colleges of Technology (HCT) with the text 'كليات التقنية العليا' and 'HIGHER COLLEGES OF TECHNOLOGY'. Below the logo are two tabs: 'Forgot Password' (selected) and 'Change Password'. The main heading is 'Confirm'. Below this is a form with the text 'To confirm and verify the authenticity, please fill in the missing mobile numbers and the text from the captcha image shown below:'. The form contains a 'Mobile #' field with the number '0 5 4' and a captcha image showing the number '520503'. Below the captcha is a 'Confirm' button. At the bottom, there is a note: 'If your mobile number is not the same as above, please contact Academic/Student services or HR to update the information.' and a copyright notice: 'Copyright © 2015 Higher Colleges of Technology - UAE'.

4. Complete the mobile number. This is the mobile number that you have provided to the college.
5. Then type in the code you see on the screen in the text box.
6. Click the Confirm button.
7. If all details are successful, your new password will be send via SMS to the same mobile number.
8. In case you are not able to re-set your password using this, please visit or call your campus Academic Services staff to help you re-set the password or update the mobile number in the system.

Change Password:

1. When you click on Change Password tab, it will ask you to login first.
2. On successful login, below screen will appear

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Forgot Password | **Change Password**

Change Password

Minimum password length is 8 characters and includes at least **three** of the following **four** groups:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Numerals (0 through 9)
- Non-alphabetic characters e.g. (!,\$,#,%)

User : HCTAD\skm

Current Password :

New Password :

Confirm Password :

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3. Type in the current password in Current Password box
4. Type in the new password in New Password box
5. Type in the new password again in the Confirm Password box
6. Click on Change Password button.
7. If all details are successful, your password will be changed.