



From: Kerri Richardson

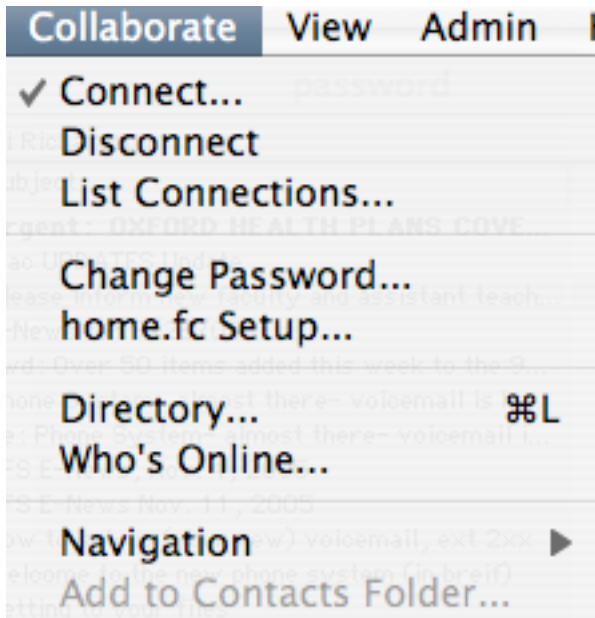
To: Faculty and Staff (C)

Subject: Changing your password in First Class

Friends,

To change your password in First Class do the following:

1. Log in to First Class.
2. Choose the **COLLABORATE** menu, **CHANGE PASSWORD**



3. Enter your old password, your new password and then your new password, again.



4. Log out of First Class.

5. Log in with your new password.

I hope this is helpful,

Kerri

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