1. Go to http://cc.ivytech.edu and click on the Reset Password link.

2. Click on I Agree.

3. Enter your existing user name and password.

4. Enter your new password then click Change Password. Keep in mind you must have the following in your password:
   - a minimum length of eight (8) characters
   - contains multiple letters with mixed case and numbers
   - at least one of the following special characters: + - _ ! ? . % { }
   - do not use spaces or @ $ & ( ) , < > ; / \ = #