Passwords

As an employee of Seattle Central College you will need a password to access various applications.

Email (faculty, staff, students), Student Computer Logins, and Citrix (faculty, staff)

Your initial password is set when you initialize at tools.seattlecolleges.edu
If you forget your password (Citrix AND email – remember, they’re the same now), all you need in order to reset are your SID and PIN, and a web browser (Internet Explorer, Chrome, Firefox, Safari, etc.)

Just navigate to:

https://tools.seattlecolleges.edu/

You’ll see a bar with 4 buttons along the top.

The second, orange button is “Reset Password”. Click it, and you’ll be taken to the next screen, which looks like this:

Reset Password

This form will reset your Seattle Colleges Account for Networks (SCAN) password

SID: [ ]

PIN: [ ]

Your Password...

...must be at least 8 characters long.
...must include at least 1 upper case character.
...must include at least 1 lower case character.
...must include at least 1 special character or punctuation mark().
...must include at least 1 numeral.
...should NOT include your current or former address, pets name, or mother’s maiden name example: @%$@
...must NOT be any previous password you have used on this system.
...should NOT be a password or username you use for any other account or service.

Desired Password: [ ]

Desired Password Again: [ ]

Reset Password
Simply follow the instructions on this screen, and your password will be changed! The change can take up to 15 minutes to take effect, so be patient.