

Bryn Mawr College



Information Services

Quick Tips: Changing/Resetting Your Password

- Since this password gets you into so many applications, it is very important **not** to share it. You would be risking anything from snooping to identity theft.
- For this reason, please logout when you leave a public location!

Set your “identity questions”

This will allow you to change your password or unlock your account – by yourself and at any time of day – just by answering these questions.

1. Go to **password.brynmawr.edu**
2. Enter your usual email username.
3. Enter a preset password which has been created for you (call the Help Desk x7440 for this password).
4. Click **Login**.
5. You will be prompted to enter your personal identity questions and answers. Click **yes**.
6. Choose one question from the drop down for which you will have one obvious and unambiguous (to you) answer. For example, if your favorite movie might change a year from now don't use that question!
7. Enter the answer. Note that the answer needs to be at least 5 characters; for example, your best friend needs to be “Jill Smith” rather than “Jill.”
8. In the second box, type a question – again, one with an answer that will be obvious to you months from now. And then type the answer. You will also need to fill in the “Word Verification” box.
9. Click **Save** on that screen.
10. On the next page, near the top, click the link that says **Sign Out**.

Set your initial “College password”

1. From the password.brynmawr.edu login page click **Reset Your Password**.
2. Enter your email username under **domain username** and click **Continue**.
3. You'll see your two identity questions; answer them and click **Continue**.
4. You will be prompted to enter a new password.
 - Your new password needs to be at least 10 characters long and contain uppercase letters, lowercase letters, and at least one number or symbol.
 - Some examples (don't really use these):
MyNameIs###, ToBeOrNotToBe007, TwinkleTwinkle2.
5. Click **Save**.