

Password Reset Instructions

for Students, Faculty, and Staff

This document was created for both Bowie State University employees and students who need to reset their password. For initial password set-up, see the document *BSU Password Reset Instructions for First Time Users*.

Steps

1. Have your BSU Username and Employee/Student ID Number handy.

Students will find their Username and Employee/Student ID in your Welcome/Acceptance Letter.

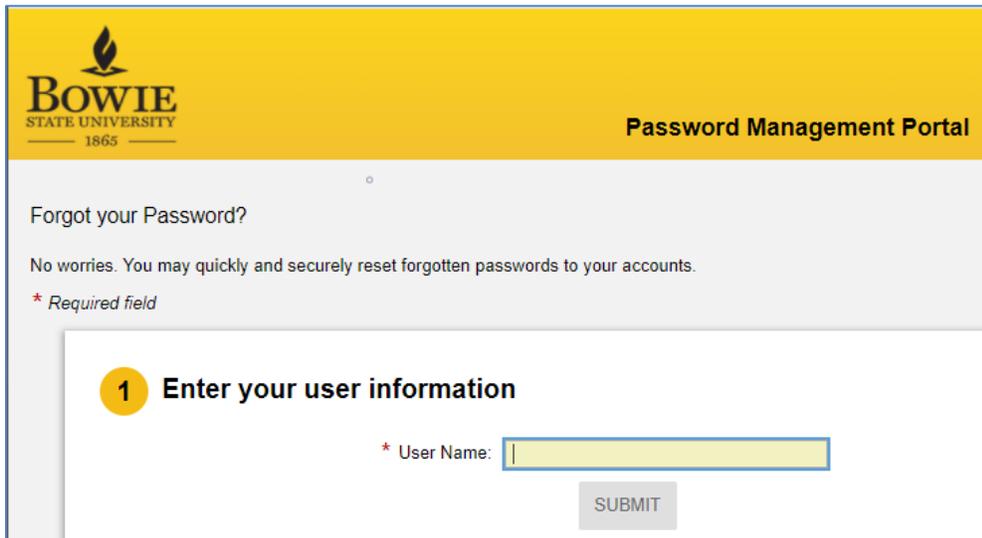
Employees will get their Employee ID Number from Human Resources and can request their username from the IT Help Desk at (301) 860-4357.

Your username is the portion of your BSU email address before the @ sign. (i.e. "msmith" for msmith@bowiestate.edu.)

2. Go to the [BSU Password Management Portal](#).
Or from www.bowiestate.edu, navigate to [Bulldog Connection](#) > **Password Reset**.

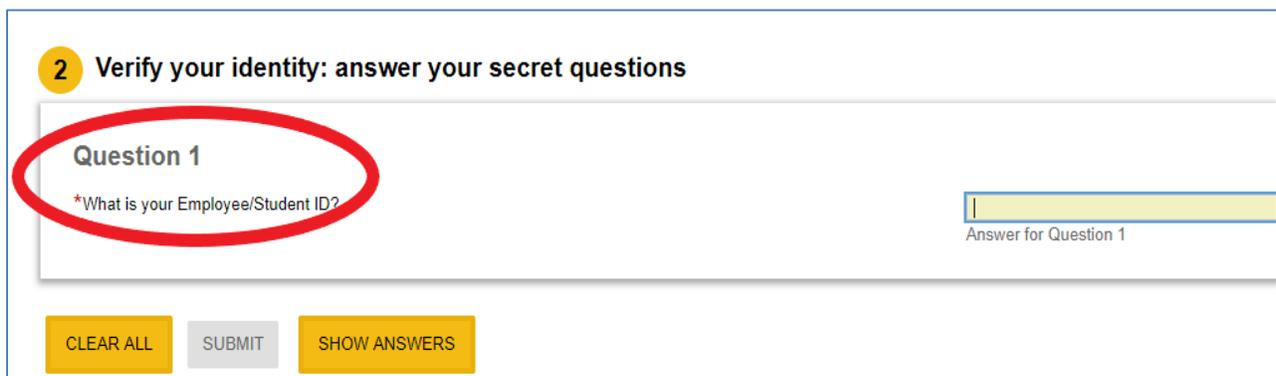
- The [BSU Password Management Portal](#) page will open. Type in your **Username**.

Your username is everything before the @ symbol of your email address (i.e. [jdoe@bowiestate.edu](#)). **After entering your Username, click Submit.**



The screenshot shows the 'Password Management Portal' header with the Bowie State University logo (1865). Below the header, there is a section for 'Forgot your Password?' with a sub-header 'Enter your user information' marked with a yellow circle containing the number 1. A text input field is labeled '* User Name:' and is empty. A 'SUBMIT' button is located below the input field.

- You will be prompted to verify your identity. Enter your Student ID, Click Submit.



The screenshot shows the 'Verify your identity: answer your secret questions' step, marked with a yellow circle containing the number 2. Under 'Question 1', the text '*What is your Employee/Student ID?' is circled in red. To the right of the question is an empty text input field. Below the input field is the label 'Answer for Question 1'. At the bottom of the form are three buttons: 'CLEAR ALL' (yellow), 'SUBMIT' (grey), and 'SHOW ANSWERS' (yellow).

- Select "Reset my password" and click Next.

6. Enter a password, re-type your password, and click Submit.

4 Select the desired accounts (or "account groups") for password reset and create a new password

You may use the same password for multiple accounts and account groups if it does not violate password rules.

The list of account(s) for password reset.

Application/Group	Account	Password Rules	Last Reset A
My Applications			
1 Total			

* New Password:

Password Strength:

* Re-type Password:

Password Rules

Mandatory

Length: Minimum

Length: Maximum

First Name: Disallow cor

Last Name: Disallow cor

First Name: Disallow rev

Last Name: Disallow rev

Custom Policy

Identity User ID: Disallow

User ID: Disallow revers

BSU Passwords Requirements:

- 8 characters minimum and 16 characters maximum
- Requires 3 out of 4 of the following:
 - Lowercase characters
 - Uppercase characters
 - Numbers (0-9)
 - Symbols (see password restrictions above)
- Password Restrictions
 - Must not reuse a previous password
 - Must not contain your name or username
 - Unicode characters
 - spaces
 - Cannot contain a dot character '.' immediately preceding the '@' symbol

7. If you are using a system located on campus, you must reboot the computer.

Additional Resources

- [Microsoft: Create Strong Passwords](#)
- [Password Meter](#)

If you experience a technical issue, please contact the IT Help Desk at helpdesk@bowiestate.edu or (301) 860-4357.