

Password Reset Instructions for First-Time Users

for Students, Faculty, and Staff

This document was created for both Bowie State University employees and students who need to create their password.

Steps

1. Find your BSU Username and Employee/Student ID Number.

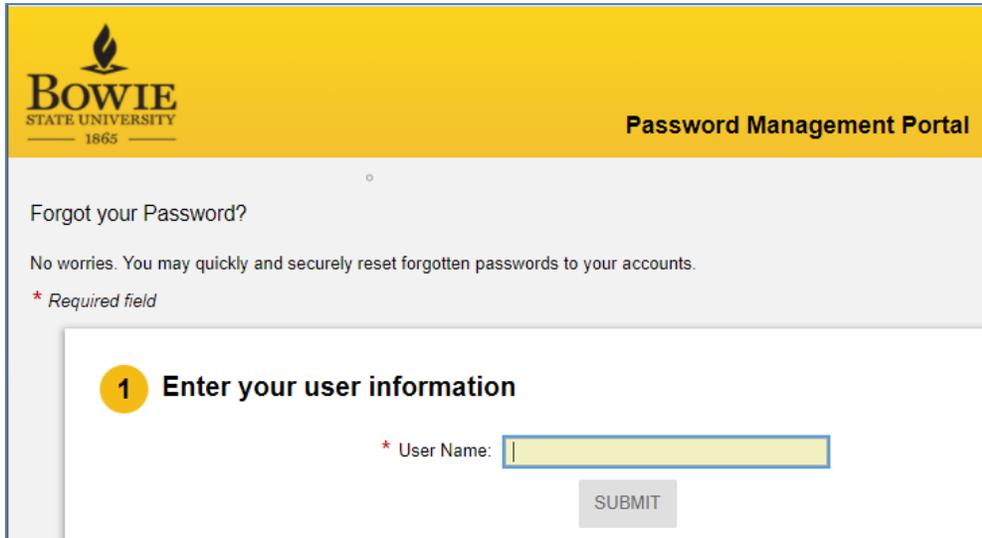
Students will find their Username and Employee/Student ID in your Welcome/Acceptance Letter.

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

2. Go to the [BSU Password Management Portal](#).

Or from www.bowiestate.edu, navigate to [Bulldog Connection](#) > **Password Reset**.

3. In the [BSU Password Management Portal](#) page, enter your **Username** and **click Submit**.



BOWIE
STATE UNIVERSITY
1865

Password Management Portal

Forgot your Password?

No worries. You may quickly and securely reset forgotten passwords to your accounts.

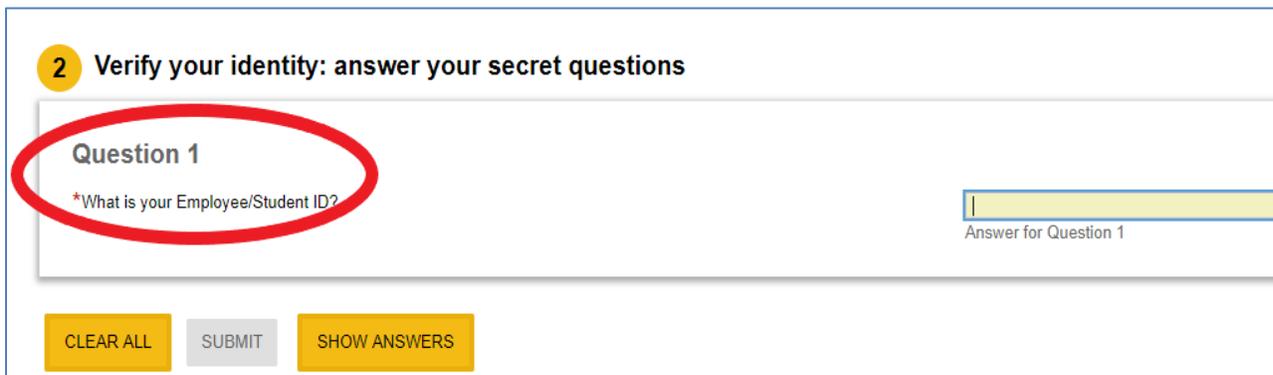
* Required field

1 Enter your user information

* User Name:

SUBMIT

4. You will be prompted to verify your identity. **Enter your Employee/Student ID, Click Submit**.



2 Verify your identity: answer your secret questions

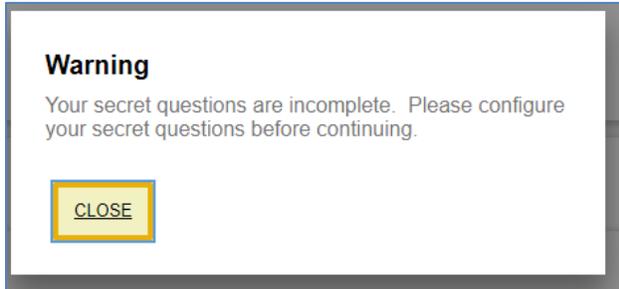
Question 1

*What is your Employee/Student ID?

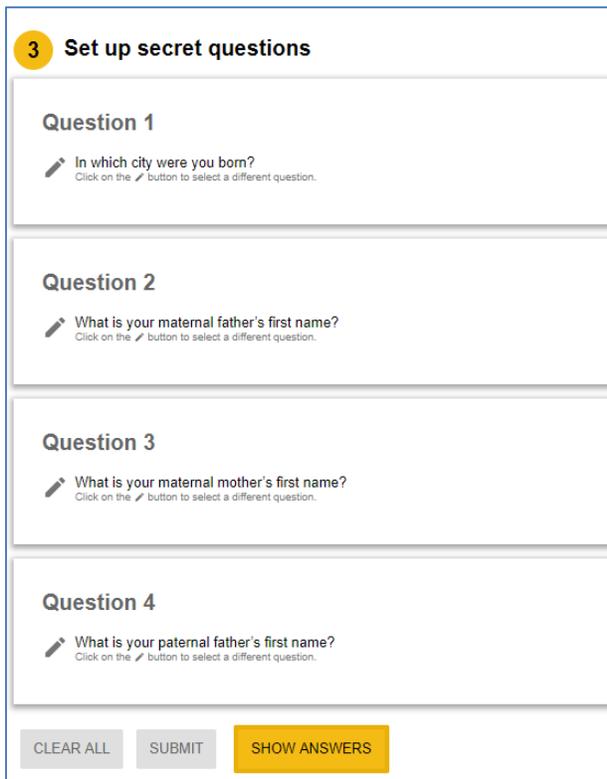
Answer for Question 1

CLEAR ALL SUBMIT SHOW ANSWERS

- For initial set-up, a **warning message** will prompt you to complete your secret questions. **Click Close.**



- Set up your **secret questions**; re-type your answers, and **click Submit.**

A form titled "3 Set up secret questions" with a yellow circle containing the number 3. It contains four question sections, each with a pencil icon and a question: "Question 1: In which city were you born?", "Question 2: What is your maternal father's first name?", "Question 3: What is your maternal mother's first name?", and "Question 4: What is your paternal father's first name?". Each question has a small note: "Click on the / button to select a different question." At the bottom are three buttons: "CLEAR ALL" (grey), "SUBMIT" (grey), and "SHOW ANSWERS" (yellow).

7. 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

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.