

Never Reset Your Password before?

This document was created for those who will need to create a password by using their Employee ID (which was provided by Human Resources when hired) to verify your identity.

Please be advised BSU has adopted the **Multiple Sign-on (MSO) functionality. When users change their password through the password portal the password chosen will allow access to multiple software systems. This function will allow faculty/staff to use the same password to authenticate the following systems: **Blackboard - Faculty, PeopleSoft - Faculty/Staff, and Email/OWA - Faculty/Staff. Please note, this functionality DOES NOT include accessing PeopleSoft Financials.****

***Multiple Sign-on (MSO) defined:** As different applications and resources support different authentication mechanisms, multiple sign-on must internally translate credentials for the different mechanisms, from that used for initial authentication. This will allow the user to use the same password to authenticate several systems.*

Before you start, please do the following:

- Close all open browsers and start a new browser session.
- Please be sure to confirm you are running Internet Explorer (IE) in compatibility mode.
- Clear your browser's cache and cookies:
 1. In Internet Explorer, click the **Tools** icon, and then click **Internet Options**.
 2. On the **General** tab, under **Browsing history**, click **Delete**.
 3. In the **Delete Browsing History** dialog box, select **Temporary Internet files**, click **Delete**, and then click **OK**.
 4. Close and then reopen the browser.

If you are using your personal computer and are running into any issues, please try using Google Chrome or Mozilla Firefox as another option.

Never Reset Your Password before?

STEP 1:

Go to www.bowiestate.edu.

The screenshot shows the top portion of the Bowie State University website. At the top right, there is a navigation bar with links for myBSU, Campus Map, Visit Us, Library, Directory, Give, Search, and Quick Links. Below this is a yellow header with the Bowie State University logo (1865) and navigation links for PROSPECTIVE STUDENTS, CURRENT STUDENTS, FACULTY + STAFF, and ALUMNI + FRIENDS. A black navigation bar contains links for ABOUT, ADMISSIONS & FINANCIAL AID, ACADEMICS & RESEARCH, CAMPUS LIFE, ATHLETICS, and ALUMNI. The main content area features a large image of three students in lab coats working in a laboratory. To the right of the image is a dark box with the text "Get latest updates on the 2014 CIAA Tournament". Below the image is a dark box with the headline "Biology Student Finds Passion in Biomedical Research" and a "Learn More" link. To the left of the image is a "Recent News" section with a small image of a dragonfly and the headline "Bowie State Production Heads to Regional Competition". Below this is a "Student Health Insurance" section with a blue image of a microscope. On the right side, there are two yellow boxes: "Apply Now" with links for Undergraduate, Graduate, and Apply Online; and "Make A Gift" with links for Donate Online and Giving.

STEP 2:

At the very top of the page click on myBSU.

This is a close-up screenshot of the top navigation bar of the Bowie State University website. The "myBSU" link is circled in red. Other links in the bar include Campus Map, Visit Us, Library, Directory, Give, Search, and Quick Links. Below the navigation bar is the yellow header with the Bowie State University logo and navigation links for PROSPECTIVE STUDENTS, CURRENT STUDENTS, FACULTY + STAFF, and ALUMNI + FRIENDS. A black navigation bar contains links for ABOUT, ADMISSIONS & FINANCIAL AID, ACADEMICS & RESEARCH, CAMPUS LIFE, ATHLETICS, and ALUMNI.

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STEP 3:

Under “Faculty/Staff Links” click on “Faculty/Staff Password Reset”



myBSU

myBSU

Student Links

- Bulldog Connection
- Student Email
- Blackboard
- Student Password Reset

Faculty/Staff Links

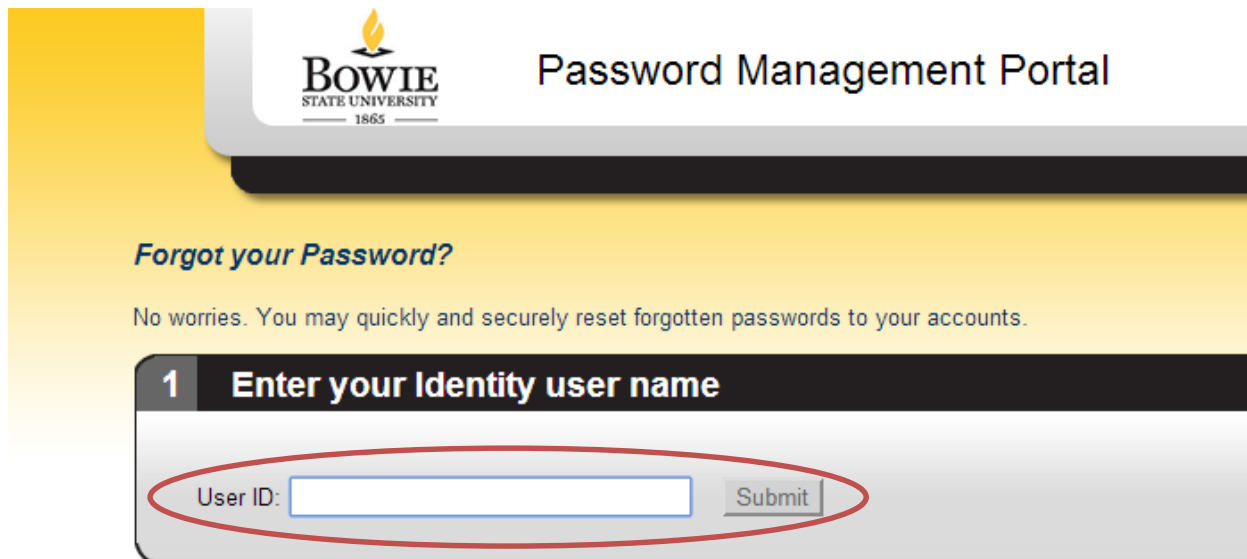
- PeopleSoft Faculty/Staff Login
- PeopleSoft Financials Login
- Faculty/Staff Email
- Faculty/Staff Password Reset

[Trouble logging into Outlook Webmail?](#)

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STEP 4:

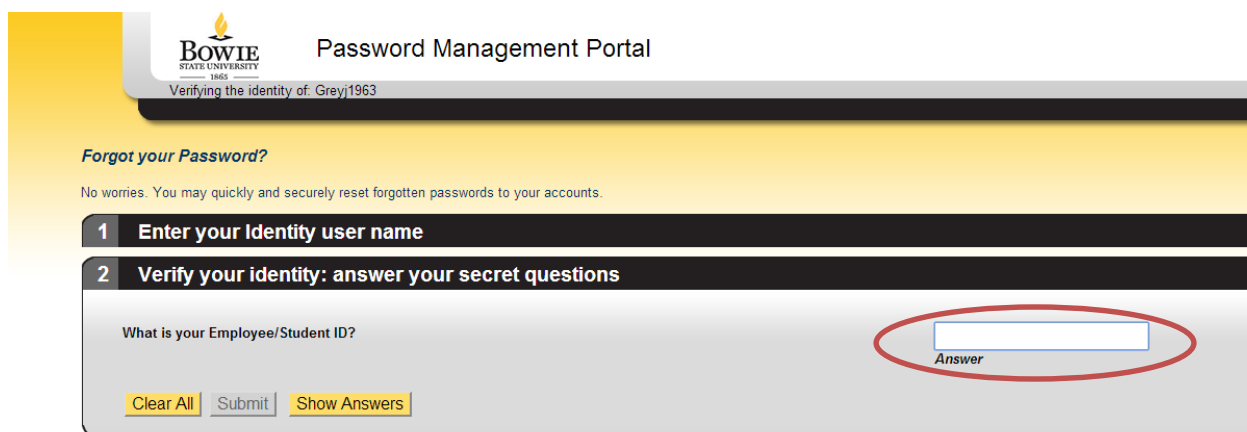
This is the BSU Password Management Portal. Type in your "User ID". Your user id is normally everything that is before the @ symbol of your email address (i.e. **doej2014@bowiestate.edu**). After entering your User ID, click the Submit button.



The screenshot shows the BSU Password Management Portal interface. At the top left is the Bowie State University logo (1865). The title "Password Management Portal" is centered at the top. Below the title, there is a link "Forgot your Password?" and a reassuring message: "No worries. You may quickly and securely reset forgotten passwords to your accounts." The main content area is titled "1 Enter your Identity user name". It features a form with a "User ID:" label, a text input field, and a "Submit" button. A red oval highlights the input field and the submit button.

STEP 5:

Type in your Employee/Student ID. Your "Employee ID" was provided to you by Human Resources. Click Submit.

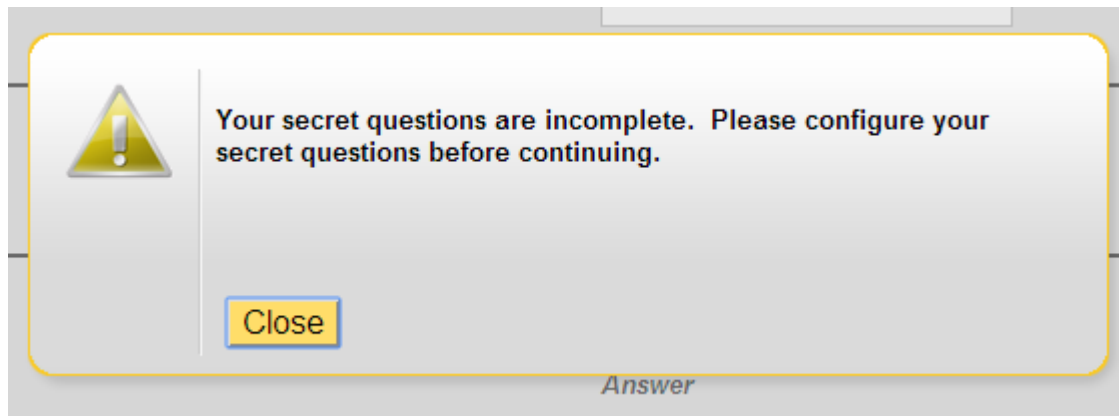


The screenshot shows the BSU Password Management Portal interface at a later stage. The Bowie State University logo and "Password Management Portal" title are still present. Below the title, it says "Verifying the identity of: Greyj1963". The "Forgot your Password?" link and message are also visible. The main content area is titled "2 Verify your identity: answer your secret questions". It asks "What is your Employee/Student ID?" and has a text input field. A red oval highlights the input field. Below the input field are three buttons: "Clear All", "Submit", and "Show Answers".

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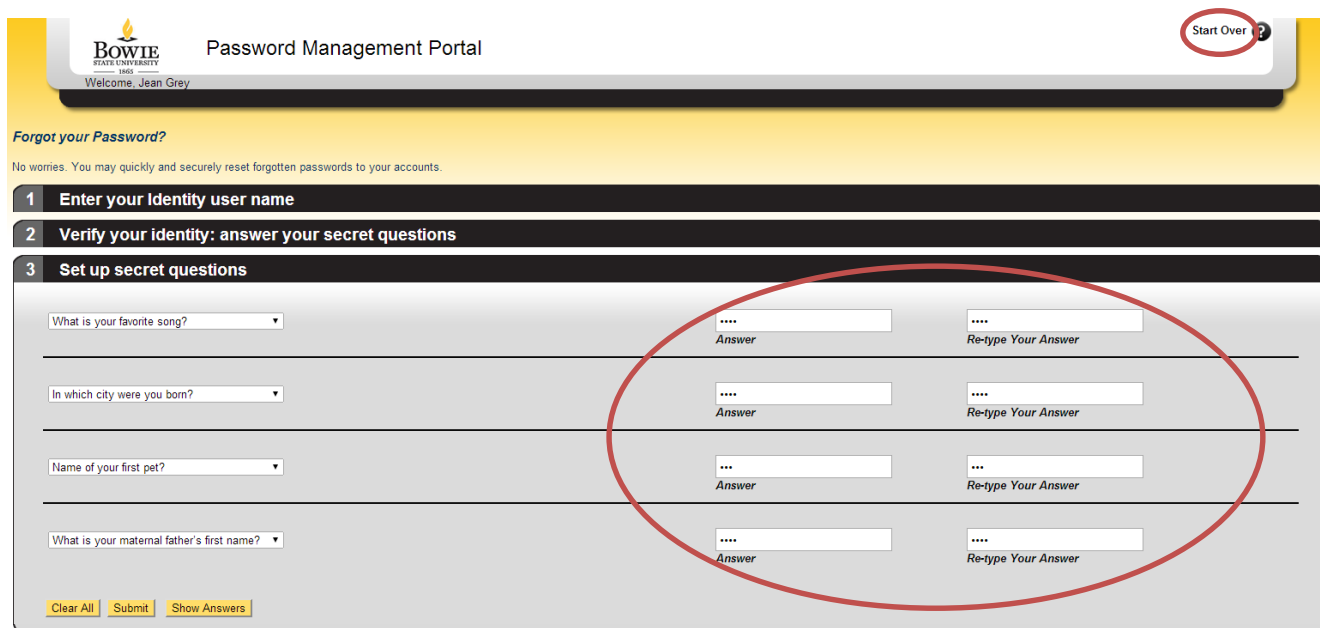
STEP 6:

The system will then ask you to configure your secret questions. Click Close.



STEP 7:

Next you will select your secret questions and provide the answers. Please be advised, this is not case sensitive. Once completed then click Submit.

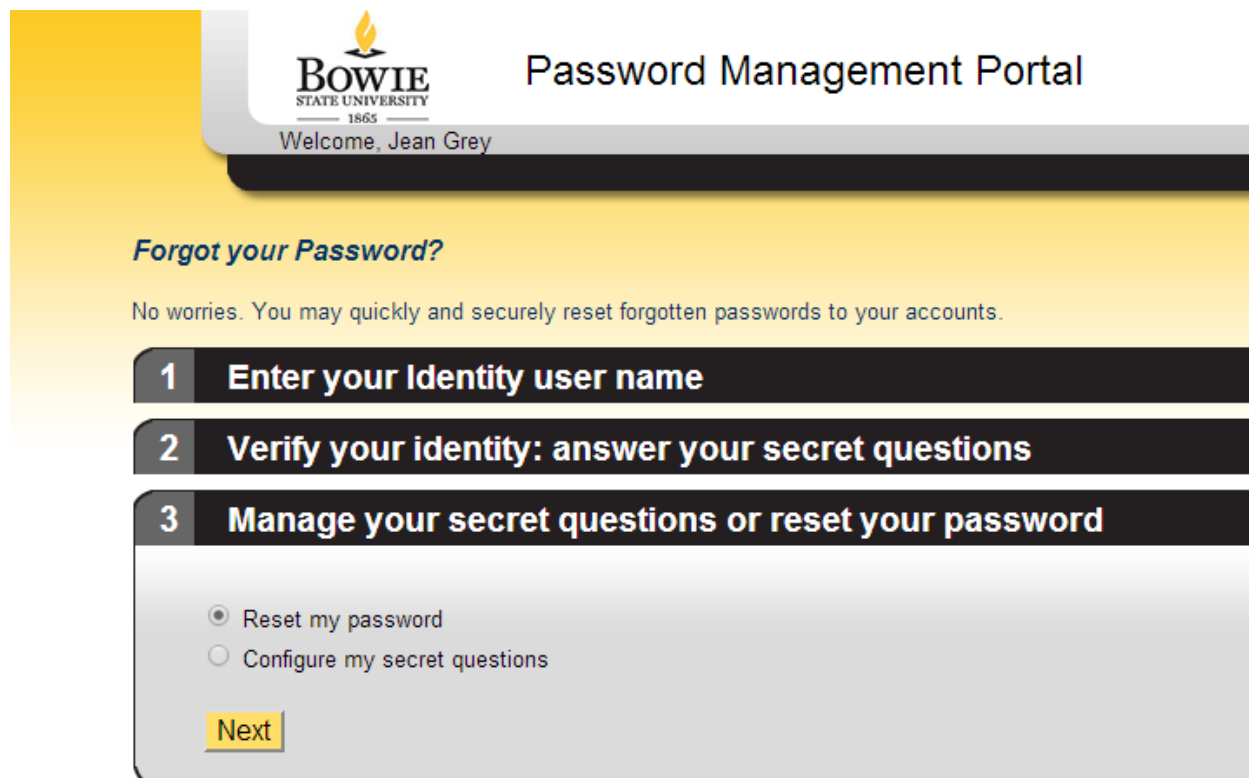
A screenshot of the "Password Management Portal" for Bowie State University. The page header includes the university logo, the text "Password Management Portal", and a "Start Over" button with a question mark icon. Below the header, there is a link for "Forgot your Password?" and a note: "No worries. You may quickly and securely reset forgotten passwords to your accounts." The main content area is titled "3 Set up secret questions" and contains four rows of questions, each with two input fields for the answer. The questions are: "What is your favorite song?", "In which city were you born?", "Name of your first pet?", and "What is your maternal father's first name?". Each question has a dropdown menu for selection. The answer fields are labeled "Answer" and "Re-type Your Answer". A red oval highlights the answer fields for the first three questions. At the bottom of the form are three buttons: "Clear All", "Submit", and "Show Answers".

***Note: If you should make a mistake and hit submit, you can select the start over button in the upper right hand corner.**

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STEP 8:

Here is where you actively select to “Reset my password” and click Next.



 **BOWIE**
STATE UNIVERSITY
1865

Welcome, Jean Grey

Forgot your Password?

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

- 1 Enter your Identity user name**
- 2 Verify your identity: answer your secret questions**
- 3 Manage your secret questions or reset your password**

Reset my password
 Configure my secret questions

[Next](#)

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STEP 9:

Enter your new password and click Submit.

BSU UNIVERSITY
1865
Welcome, Jean Grey

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

- 1 Enter your Identity user name
- 2 Verify your identity: answer your secret questions
- 3 Set up secret questions
- 4 Manage your secret questions or reset your password
- 5 Account (or "account group") for password reset

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

Application/Group	Account	Password Rules	Last Reset On	Reset password Before
My Applications				
1 Total				

6 Create a new password

New Password:
Repeat Password:

Password Rules	My Applications Grey1963
Length: Minimum	8
Length: Maximum	128
Letters: Minimum	4
Requires mixed case	Yes
Letters: Minimum upper case	1
Letters: Minimum lower case	1
Numbers: Minimum	1
User name: Disallow contain	Yes
User name: Disallow reverse or circular shift	Yes
Identity User ID: Disallow contain	Yes
Disallow Password Reuse	Yes

Before you enter your password, please be advised that BSU passwords must meet the following 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 information for creating secure passwords

1. Microsoft: Create Strong Passwords (<http://www.microsoft.com/protect/fraud/passwords/create.aspx>)
2. The Password Meter (<http://www.passwordmeter.com/>)

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Complete Step 9:

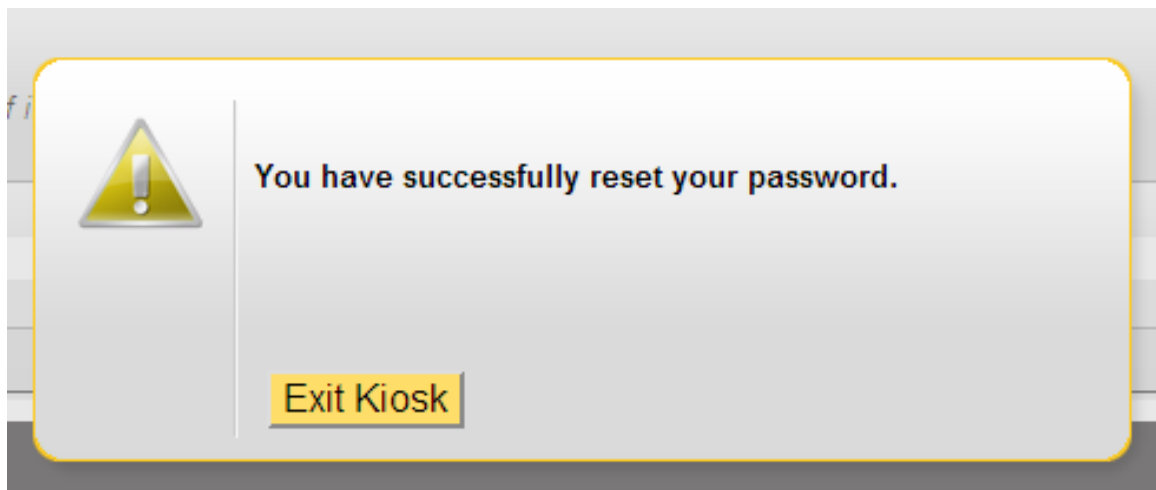
Enter your new password and click Submit.



The screenshot shows a web form titled "6 Create a new password". It contains two input fields: "New Password:" and "Re-type Password:". Below the fields are two buttons: "Clear All" and "Submit".

STEP 10: CONGRATULATIONS!!

You have successfully reset your password. Click Exit Kiosk. Be sure to test your new password.



*****Note: You must reboot the computer if you are using a system located on campus.***

Should you continue to have issues, please contact the HelpDesk at Helpdesk@bowiestate.edu.