

Never Reset Your Password before?

This document was created for those who will need to reset their password from the generic password. The generic password was provided in the Admissions Letter which all first time students receive.

Please be advised BSU has adopted the **Multiple Sign-on (MSO) functionality. When a student changes their password through the password portal the password chosen will allow access to multiple software systems. This function will allow students to use the same password to authenticate the following systems: **Blackboard, Bulldog and Student Email (Office 365)****

***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 Bowtie State University homepage. At the top, there is a yellow header with the university logo on the left and navigation links: myBSU, Campus Map, Visit Us, Library, Directory, Give, Search, and Quick Links. Below this is a black navigation bar with links for PROSPECTIVE STUDENTS, CURRENT STUDENTS, FACULTY + STAFF, and ALUMNI + FRIENDS. A second 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 lab. To the right of this image is a dark box with the text "Get latest updates on the 2014 CIAA Tournament" and "Biology Student Finds Passion in Biomedical Research" with a "Learn More" link. Below the main image is a "Recent News" section with a small image of a dragonfly and the headline "Bowtie State Production Heads to Regional Competition" dated Jan 8, 2014. To the right of the news section 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. At the bottom right of the news section is a "Student Health Insurance" link with a small image of a microscope.

STEP 2:

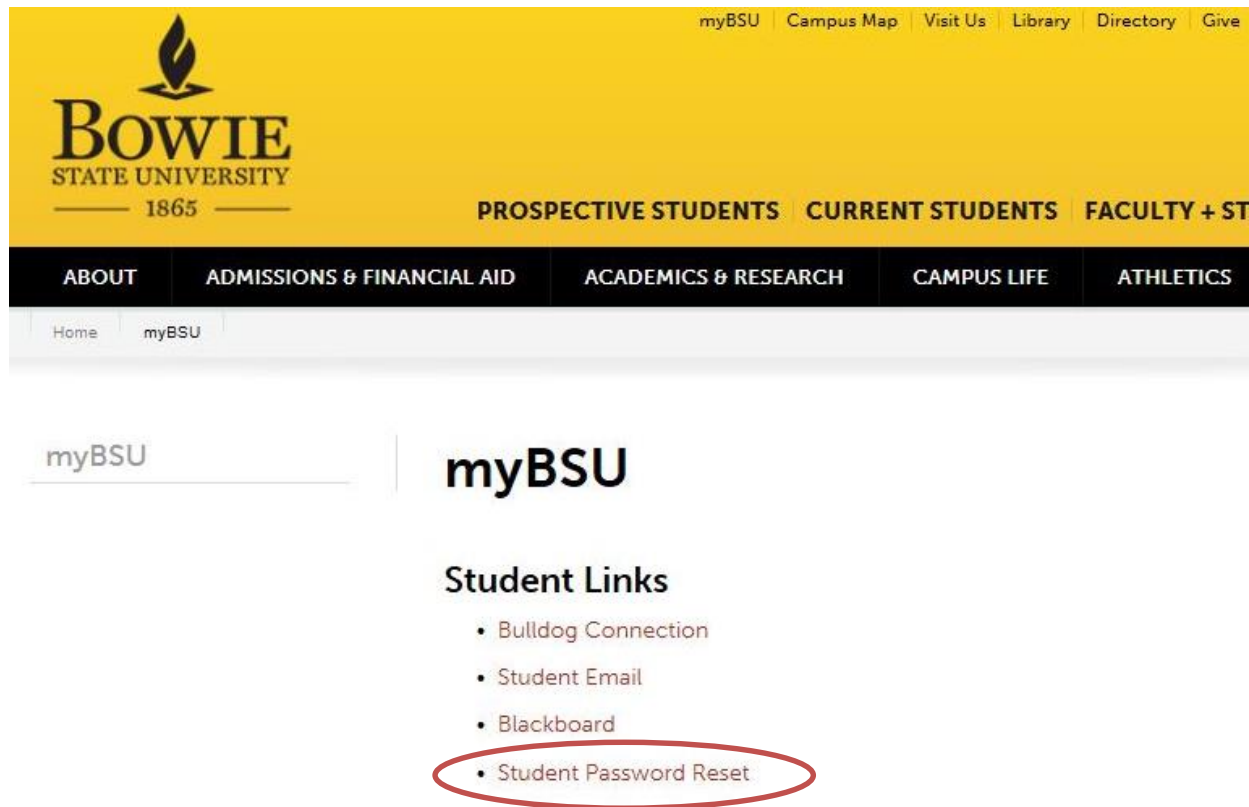
At the very top of the page click on myBSU.

This is a close-up screenshot of the top navigation bar of the Bowtie State University website. The background is yellow. On the left is the university logo. In the center, the text "myBSU" is circled in red. To the right of "myBSU" are links for Campus Map, Visit Us, Library, Directory, Give, Search, and Quick Links. Below this bar is a black navigation bar with links for PROSPECTIVE STUDENTS, CURRENT STUDENTS, FACULTY + STAFF, and ALUMNI + FRIENDS. At the bottom is another black navigation bar with links for ABOUT, ADMISSIONS & FINANCIAL AID, ACADEMICS & RESEARCH, CAMPUS LIFE, ATHLETICS, and ALUMNI.

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STEP 3:

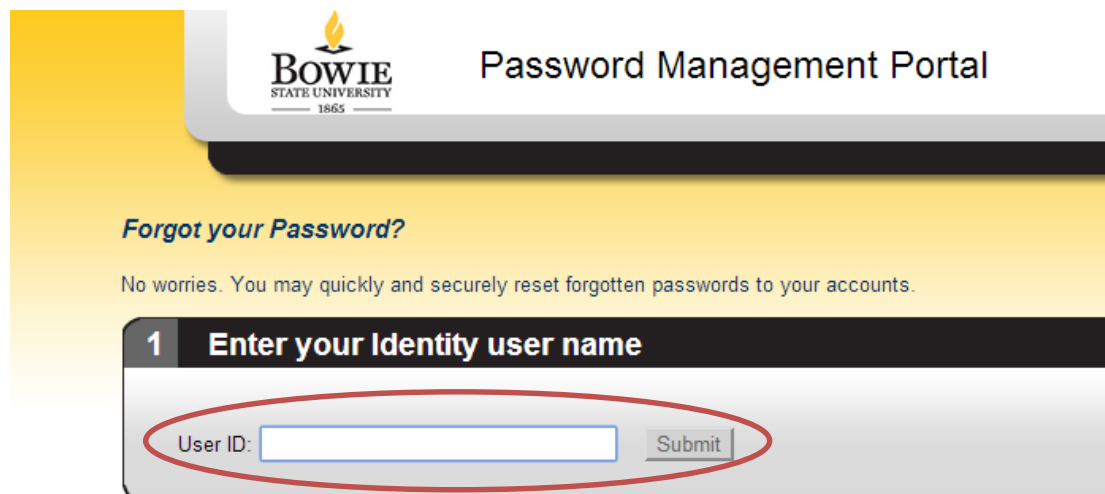
Under “Student Links” click on “Student Password Reset



The screenshot shows the top navigation bar of the Bowie State University website. The header includes the university logo and name, along with navigation links for myBSU, Campus Map, Visit Us, Library, Directory, and Give. Below the header is a secondary navigation bar with links for PROSPECTIVE STUDENTS, CURRENT STUDENTS, and FACULTY + ST. A third navigation bar contains links for ABOUT, ADMISSIONS & FINANCIAL AID, ACADEMICS & RESEARCH, CAMPUS LIFE, and ATHLETICS. The main content area features a 'myBSU' link and a 'Student Links' section with a list of options: Bulldog Connection, Student Email, Blackboard, and Student Password Reset. The 'Student Password Reset' link is circled in red.

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**@students-bowiestate.edu). After entering your User ID, click the submit button.

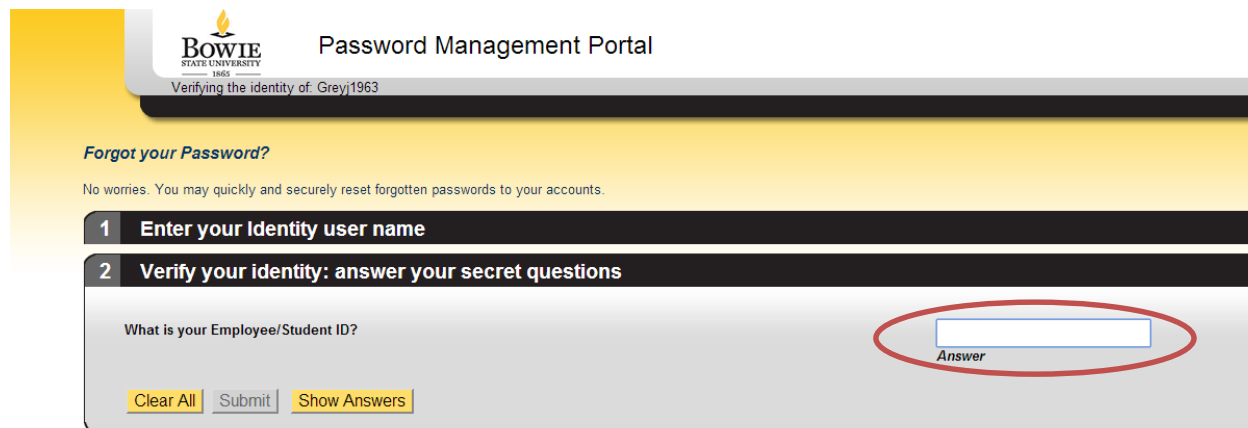


The screenshot shows the Password Management Portal interface. The header includes the university logo and name, and the title 'Password Management Portal'. Below the header is a yellow banner with the text 'Forgot your Password?' and 'No worries. You may quickly and securely reset forgotten passwords to your accounts.' The main content area features a step indicator '1' and the title 'Enter your Identity user name'. Below this is a form with a 'User ID:' label, a text input field, and a 'Submit' button. The input field and button are circled in red.

Never Reset Your Password before?

STEP 5:

Type in your Employee/Student ID. You will find your ID at the top of your Acceptance Letter provided to you by Admissions. Click Submit.



BOWIE STATE UNIVERSITY Password Management Portal
Verifying the identity of: Greyj1963

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**

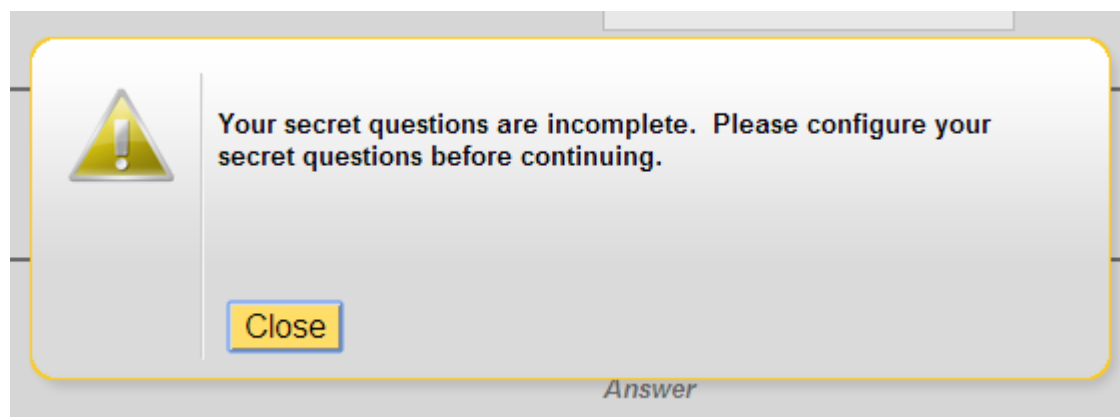
What is your Employee/Student ID?


Answer

Clear All Submit Show Answers

STEP 6:

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



 **Your secret questions are incomplete. Please configure your secret questions before continuing.**

Close

Answer

Never Reset Your Password before?

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.

The screenshot shows the 'Password Management Portal' interface. At the top left is the Bowie State University logo with the text 'BOWIE STATE UNIVERSITY' and 'Welcome, Jean Grey'. To the right of the logo is the text 'Password Management Portal'. In the top right corner, there is a red circle containing the text 'Start Over' and a question mark icon. Below the header, there is a yellow banner with the text 'Forgot your Password?' and a sub-header '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 row has a dropdown menu for the question, a text input field for the answer, and a text input field for re-typing 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?'. At the bottom of the form, there 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.***

Never Reset Your Password before?

STEP 8:

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



 **BOWIE**
STATE UNIVERSITY
1865

Welcome, Jean Grey

Password Management Portal

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](#)

Never Reset Your Password before?

STEP 9:

Enter your new password and clicks submit.

STATE UNIVERSITY
1882 1882
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
- 6 Create a new password

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				

New Password:

Re-type Password:

Password Rules	My Applications Greyj1963
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/>)

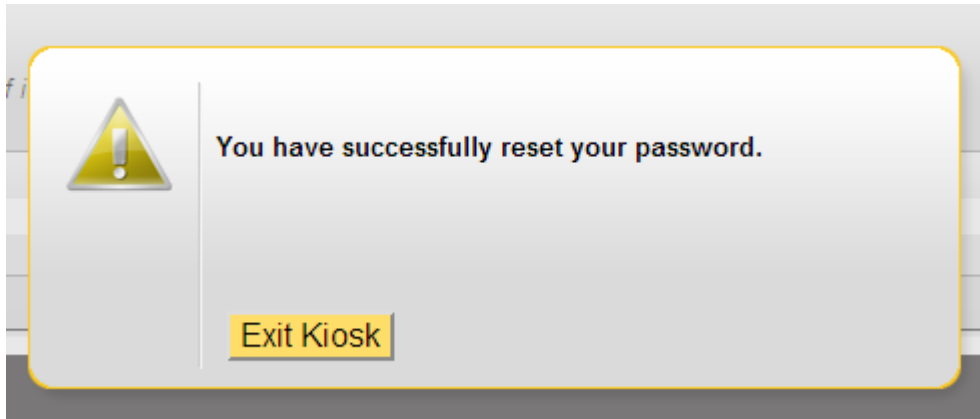
Complete Step 9:

Enter your new password and click Submit.

Never Reset Your Password before?

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.