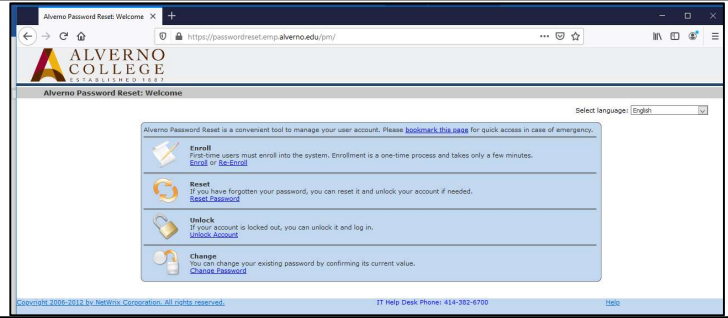


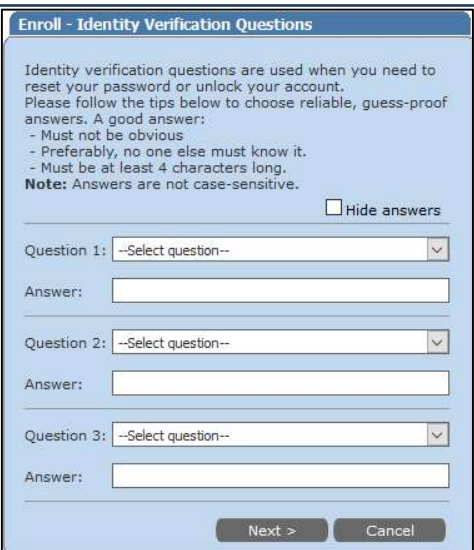
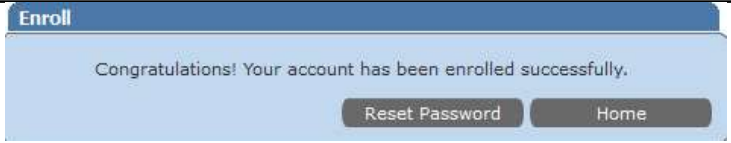




How to Reset Your Temporary Password

The following directions will explain how to enroll in Alverno's Password Reset system and change your temporary password.

Task	Screen Shot
<p>1. Open a web browser, and go to alverno.edu/passwordreset</p>	
<p>2. Click Enroll</p>	
<p>3. Enter your Alverno username and temporary password; click Next</p>	
<p>4. Select three security questions and provide your answers</p> <p>5. To make your answers visible while you are completing the Identity Verification Questions, uncheck the Hide answers box. After you are finished selecting and answering three questions, click Next</p>	

Task	Screen Shot
<p>6. You will receive a message that your account has been enrolled successfully</p> <p>7. Click Reset Password to change your temporary password</p>	
<p>8. Select a password that meets the requirements listed at right</p>	<p>Your password must:</p> <ul style="list-style-type: none"> • Be between 8-200 characters long • Contain a combination of upper and lowercase letters (Passwords are cAsE- sensitive) • Include numbers and/or other special characters
<p>9. Enter the new password twice</p> <ul style="list-style-type: none"> • UNCHECK "Ask me to change password at next logon" • CHECK "Unlock my account" <p>Click Proceed</p>	
<p>10. If you receive the error message shown at right, click Try Again, review the password requirements, and enter a different password</p>	
<p>11. You'll get a notification that your password has been changed successfully</p> <p>12. Go to another Alverno technology resource, e.g., Moodle, Email, IOL, and log in with your Alverno username and your new password</p> <p>13. Please call the Alverno Service Desk at (414) 382-6700 if you need further assistance</p>	