

How to Reset Your Temporary Password

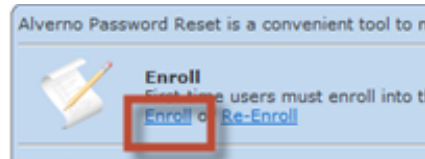
Before logging into your email, you must first reset your temporary password. On any computer with Internet access, open a web browser (e.g. Mozilla Firefox), and go to the Alverno college website <http://www.alverno.edu>

1. At the top of the screen, click on **Faculty & Staff**.



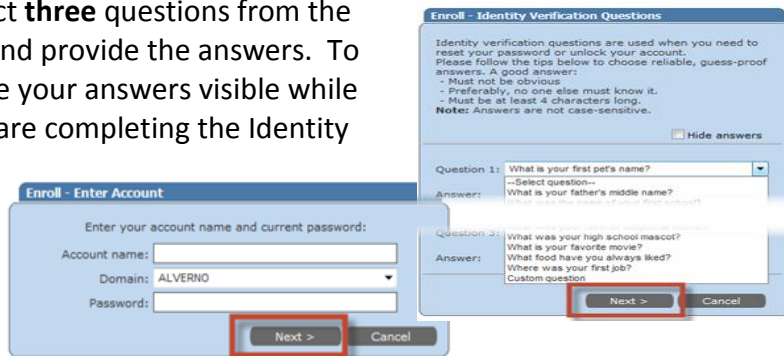
2. Under **Using Technology**, click on **Password Reset**.

3. The first time you log in, you must enroll in the Password Reset system. Click **Enroll**.



4. Enter your **username** and **temporary password** and click **Next**.

5. Select **three** questions from the list and provide the answers. To make your answers visible while you are completing the Identity



Verification Questions, **DO NOT** check the **Hide answers** box. After you are done selecting and answering the three questions, click **Next**.

6. You will receive a message to inform you that your account has been enrolled successfully. Click **Reset Password** to reset your temporary password.
7. Enter your new password twice.

8. Your password must be:
 - 8-20 characters long
 - Contain a combination of upper and lowercase letters
 - Include numbers and/or other special characters
 - Passwords are cAsE- sensitive

- Leave the “Ask me to change password at next logon” box **UNCHECKED**.

- Leave the “Unlock my account” box **CHECKED**.



- Click **Proceed**.

9. If your new password does not meet the password requirements, you will see the box below. Click **Try Again** to enter a different password.

If you are having trouble resetting your password, call the Technology Services Help Desk at (414) 382-6700 for assistance.

