Navigate to the Password Portal Page

Start by going to the MU Homepage. [www.millersville.edu](http://www.millersville.edu)
At the top of the page, hover over the Faculty/Staff link and choose Logins.

*(see illustration 1)*

On the following page click the myAccount@MU Faculty/Staff icon as indicated: *(see illustration 2)*
Log into the Password Portal (illustration 3):

Enter your email user name and password. Choose Faculty/Staff for Account Type.

Make sure you click Login.

Do not click Reset Password!

Set up your Security Questions:

After successfully logging in you may see a popup that requires the creation of your security
questions. This is a link to the Security Questions page.

(Illustration 4)

_Skip to "Change Your Password" if your questions are already set up._
Rely on Illustration 4 for the next step

- If you ever forget your answers (see below), you can return to this page at any time to reset your security questions, and answers by logging into the portal and clicking the Enrollment tab.

(Illustration 5)

_Select a security question of your liking: (see illustration 6)_
Create an answer to your security question. Answers are not case sensitive.
Repeat for question 2.
Click Enroll to complete the process.

Change your Password

Switch to the Change Password Screen by clicking on the "Change Password" tab. (see Illustration 8)
Enter your old (current) password in the appropriate box. Create a new password and enter it in the remaining 2 boxes. Note the requirements indicated. Passwords must contain 3 of the following 4 characteristics:

- * Numerals
- Upper case characters
- Lower case characters
- Special characters

In addition, passwords must not contain a significant portion of the user name and must vary from the last 3 passwords by at least 3 characters.

**Click OK to save your new password.**

After changing your password, we recommend you reboot your office computer. Do not simply log off. This will insure that any shared folders remain accessible.

The password change will affect:

- * Wireless access
- Outlook
- Desire2Learn
- MyVille
- Hershey / Singularity
- Network Login (MU_Domain only)
  - Office
  - Labs
Classrooms
Cascade

Not Affected:

- * Banner
- Hyperion / Brio

Password Reset Instructions (Forgotten Password Process):

From the Password Portal screen:
Click on "Reset Password"

Enter your User ID in the provided box.
Enter the answers to your selected security questions in both provided boxes. Remember, the answer is case sensitive! Click Continue

This will log you into the password portal where you can then Change Your Password as detailed earlier