**Using the myAccount@MU Password Portal - Students**

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<th>Password Portal Location</th>
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<td>1. University Website &gt; Links for Current Students &gt; Logins</td>
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| 2. [https://www.millersville.edu/logins/](https://www.millersville.edu/logins/)

### MyAccount@MU (Manage Passwords)

- Faculty, staff and students now use the same portal.
Select Manage Account or Reset Password

- **Manage Account** will allow you to log in and change your password if you know your current password.
- **Reset Password** will allow you to answer your security questions to reset your password if you forgot your current password.

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Welcome to Marquette's myAccount portal for students, faculty, and staff. myAccount provides self-service registration for MAX, myCloud, and Desklender accounts.
Using Manage Account to Change Password

Enter your username and current password

Make sure you click Login

-Do not click Reset Password-

Change your Password

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:
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.

**Note:** Please update your password on your mobile device if you have your e-mail setup on your phone or a tablet, otherwise your account could get locked out.

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**Password Reset (Forgotten Password process)**

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

Enter your User ID and click Continue
Click Continue to send the Verification code to the phone number listed

If the phone number listed is incorrect, please contact the Help Desk at x7777 and we will reset your password for you. Once your password has been reset, you can log into MAX to update the phone number:

Log into Max. Choose Student Services. Choose Max Mobile. Verify and/or set up your text capable mobile phone number. Make sure you set your provider.

Reset Password

Enter Verification Code

A verification code has been dispatched to your email/mobile phone. Depending on your choice, please check:

Once you receive the code, enter it in the textbox below:

Verification Code:

Reset myVUE Password

Please enter a new password in the box below:

Domain Password Rules:
- Must be at least 6 characters long.
- Must contain at least 3 of the 4 character types: alphanumeric, letter, special character.
- Cannot contain a significant portion of your username or more consecutive characters.
- Cannot be the same as any of your last 10 passwords.
- Cannot be charged more than 1000.
- Valid for 10 days.

New Password:

Confirm New Password:

Need help? Contact the Help Desk at 717-976-7777
Changes made to the Max Mobile number can take up to 1 hour to become valid. It is recommended you wait at least an hour after making changes to your Max Mobile number before attempting to reset your MyVille password.

Enter the verification code you received via text and click Continue.

Type in a new password and confirm that password in the box below.

Note the requirements indicated. Passwords must contain 3 of the following 4 characteristics:
• Numerals
• Uppercase characters
• Lowercase 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 Reset myVILLE Password to complete the password change.

Note: Please update your password on your mobile device if you have your e-mail setup on your phone or a tablet, otherwise your account could get locked out.