Using the myAccount@MU Password Portal

Password management, changing password, forgot password and first-time account set-up.

Go to myAccount@MU

<table>
<thead>
<tr>
<th>Password Portal Location</th>
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<tbody>
<tr>
<td>1. University Website &gt; Logins</td>
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<td>2. <a href="https://www.millersville.edu/logins/">https://www.millersville.edu/logins/</a></td>
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First Time Account Setup will allow you to verify your account and get your username and temporary password.

Enroll In Self Service will allow you to setup your self-service portal account so you can manage your password 24/7.

Password Requirements

- Must contain at least:
  - One uppercase letter
  - One lowercase letter
  - One number
  - One special character

- Must be a minimum of 10 characters
- Cannot be the same as a previous password
- Expires after 365 days
Forgot Password will allow you to verify your account and then reset your password to a brand new password.

**Note:**
If your password has expired you'll need to use the Forgot Password option.

Change Password will let you enter your current unexpired password and then create a new password.

**Best Practices**
Changing your password works best when you are on campus.

Be sure your office computer is online and logged into your Windows desktop. Close down all open applications on your desktop, phone and/or tablet.

Open a web browser, navigate to www.millersville.edu/logins/, click on myAccount@MU icon and choose Change Password.

**Peek @ your Password**
Taking a peek at your password to make sure it has been entered properly is a good rule-of-thumb when having difficulty logging in.
room, "Sign out every where" is a good way to have your friends say goodbye to your world clearly for using your room.
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ecently changed password. If not, be sure to log out of all applications that are still logged in with your form.

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After you have changed your password, open your commonly-used apps and follow the security prompts.

Don't wait until the last day your password expires to change your password.