

# Change BearID Password

BearID passwords are valid for 365 days. You may change your BearID password at any time. As a courtesy, you will be notified when your password is 30 days from its expiration date. This notification will repeat at 14 days, 7 days, 3 days and 1 day. Notifications will cease once the password is reset.

To reset your (unexpired) password, go to: <http://www.baylor.edu/bearid>, enter your BearID (Firstname\_Lastname) and click the **Submit** button. Your BearID may have a number after your last name.

The screenshot shows the top navigation bar with the Baylor University logo and the text 'Baylor University Password and Account Management Portal'. Below this is a section titled 'Set/Reset your Password' with the subtext 'You may quickly and securely reset passwords to your accounts.' and a note '\* Required field'. The main content area is titled '1 Enter your BearID'. It contains a text input field labeled '\* User Name:' with the text 'Donna\_Herbert|' inside. A red arrow points to the input field. Below the input field is a yellow 'SUBMIT' button, which is circled in red. At the bottom left of the form, there is a link that says 'Forgot your BearID?'.

Since your password is working (not forgotten or expired), select the second option, “By providing the password to one of my accounts”, and click the **Next** button.

The screenshot shows the same 'Set/Reset your Password' section. The main content area is now titled '2 Verify your identity'. It contains two radio button options: 'By providing answers to my secret questions' and 'By providing the password to one of my accounts'. A red arrow points to the second option, which is selected. Below the options is a yellow 'NEXT' button, which is circled in red.

Next, verify your identity by selecting the “Active Directory” option. Enter your new password and click the Submit button.

### Set/Reset your Password

You may quickly and securely reset passwords to your accounts.

\* Required field

#### 1 Enter your BearID

#### 2 Verify your identity

- By providing answers to my secret questions
- By providing the password to one of my accounts

NEXT

Make sure Active Directory is checked and enter your current password. Click the **Submit** button.

#### 2 Verify your identity: select an account and enter the password below

Application ^	Account
<input checked="" type="radio"/> Active Directory	Donna_Herbert
1 Total	

\* Enter Current Password:

CLEAR ALL

SUBMIT

Enter your new password in the two fields provided and click on the **Submit** button. The password rules are listed on the right.

**3 Select the desired accounts (or "account groups") for password reset and create a new password**

You may use the same password for multiple accounts and account groups if it does not violate password rules.

The list of account(s) for password reset.

Application/Group	Account	Password Rules	Last Reset Attempted On	Reset password Before
▼ Default	Active Directory Donna_Herbert		10/17/2018 7:51 AM	10/17/2019 7:51 AM

1 Total

\* New Password:

Password Strength:

\* Re-type Password:

Password Rules	Default
<b>Mandatory</b>	
Length: Minimum	8
Length: Maximum	32
Letters: Minimum	2
Legal First Name: Disallow first N characters	Yes
Legal Last Name (Surname): Disallow first N characters	Yes
BearID: Disallow first N characters	10
<b>Conditional</b>	
Conditional rules to be satisfied	3 out of 4
Letters: Minimum upper case	1
Letters: Minimum lower case	1
Numbers: Minimum	1
Special characters: Minimum	1

When your password is accepted, you will receive a message that your password has been successfully reset. Click the **Exit** button. Remember to update your password for all other devices that you use to access the Baylor network, including your cell phone and/or tablet.