



# ***Bellin College***

## ***IT Help Desk Guide***

### Password Self-Service

Learn how to set up the tool that will allow you to reset your password whenever the need arises  
(including from home afterhours!)

Follow the instructions below to login to the password self service tool and create security questions that will allow you to retrieve or reset your password in the future without assistance from IT staff.

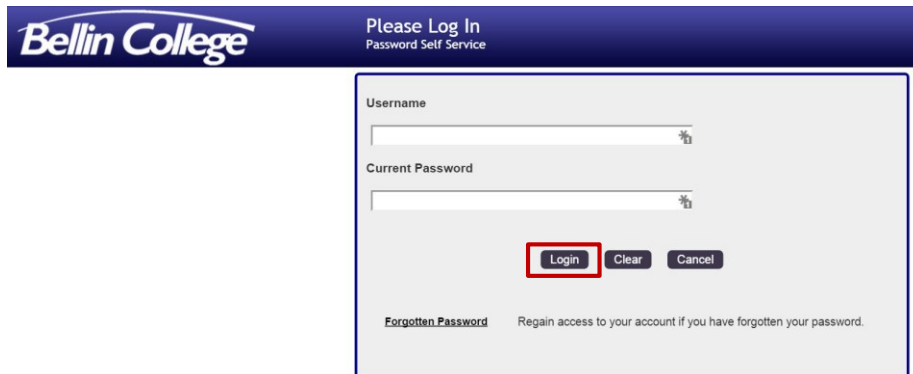
Note: it is critical to set up the password reset tool while you still have access to your Bellin College account (i.e. *before you get locked out*).

### Step 1

Visit the password self-service website at <https://password.bellincollege.edu/>

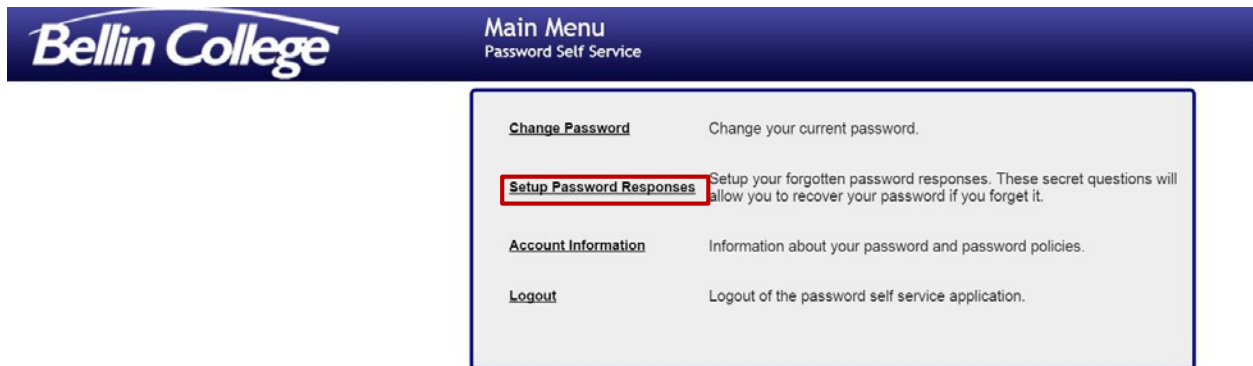
### Step 2

Enter your **current username and password**, then click the **Login button**



### Step 3

Select **“Setup Password Responses”**



*Continued on next page*

## Step 4

**Set up 4 security questions and answer responses** using the drop-down lists and text entry boxes. Make a note of your answers for future reference if necessary. *Answers must contain more than 3 letters/numbers.* Click the **Save Responses** button when finished.

**Bellin College** Setup Password Responses  
Password Self Service

In the event that you forget your password, you can recover your password by answering questions known only to you.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please type your security responses

---Please select an item from the list---

»

---Please select an item from the list---

»

---Please select an item from the list---

»

---Please select an item from the list---

»

**Save Responses** Clear Cancel

## Step 5

Once your questions and answers are saved in the system you will receive the following message: *“Success. Your secret questions and answers have been successfully saved. If you ever forget your password, you can use the answers to these questions to reset your password.”*

Press the **Continue** button.

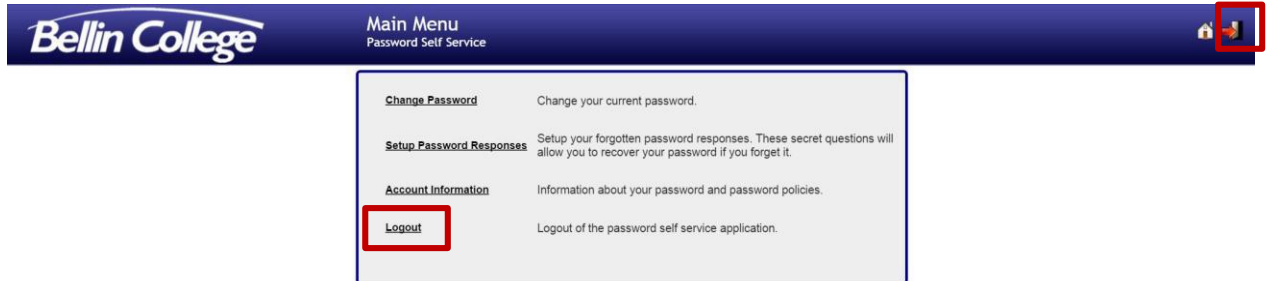
**Bellin College** Success  
Password Self Service

Your secret questions and answers have been successfully saved. If you ever forget your password, you can use the answers to these questions to reset your password.

**Continue**

## Step 6

You may now logout of the password self service tool by clicking the **logout icon** or the **logout link**. You also have the option to view your account information, change your password, or set up new questions and answer responses.



The screenshot shows the Bellin College Password Self Service interface. At the top left is the Bellin College logo. To its right, the text reads "Main Menu" and "Password Self Service". In the top right corner, there is a small icon of a person, which is highlighted with a red box. Below this is a menu with four items:

<b>Change Password</b>	Change your current password.
<b>Setup Password Responses</b>	Setup your forgotten password responses. These secret questions will allow you to recover your password if you forget it.
<b>Account Information</b>	Information about your password and password policies.
<b>Logout</b>	Logout of the password self service application.

---

## Assistance

Call the helpdesk at 433-6666 or x256666 from a campus phone if you need assistance with the password reset tool or if you get locked out of your account.