Password Creation

This document was created for students who need to create their password. Remember, you must use your BSU Username and Student ID. You will find your Username and Student ID in your Acceptance Letter.

2. Click “Bulldog Connection”.
3. Click “Password Reset”.
4. Click “Student Password Reset”.
   - Student Password Reset
   - First time password reset instructions (pdf)
   - Password reset instructions using secret questions (pdf)
5. Enter your User ID.

![Password Management Portal](image)

6. Enter your Student ID.

![Password Management Portal](image)

7. Click on “Close” when the system asks you to configure your secret questions.

![Warning Message](image)
8. Select your secret questions and provide the answers. Once completed, click “Submit”.  
   Note: Please be advised; this is not case sensitive.

9. Select “Reset my password” then click “Next”.

10. Enter a new password and re-type it to verify. Click “Submit” afterwards.
11. **Congratulations!** You have successfully reset your password. Click “Exit Kiosk”.

<table>
<thead>
<tr>
<th><img src="image" alt="You have successfully reset your password." /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exit Kiosk</td>
</tr>
</tbody>
</table>

### Important BSU Password Requirements

- 8 characters minimum and 16 characters maximum
- Requires 3 out of 4 of the following:
  - Lowercase characters
  - Uppercase characters
  - Numbers (0-9)
  - Symbols
- Password Restrictions
  - Must not reuse a previous password
  - Must not contain your name or username
  - Unicode characters
  - spaces
  - Cannot contain a dot character '.' immediately preceding the '@' symbol

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*If you need assistance, please contact the Division of Information Technology Help Desk at [helpdesk@bowiestate.edu](mailto:helpdesk@bowiestate.edu).*

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