Password Manager Instructions

You will need to reset your password every 120 days (an email reminder will be sent).

Once you are in Password Manager, follow these instructions:

1. Click **Reset Password**.

2. You will then be prompted for a **user/account name**.
   - Your username (if enrolled before Fall 2018) is: First initial, last name, & last four of your student identification number.
     *Example: jsmith1234*
   - Your username (if enrolled after Fall 2018) is: Full first name, period, & Full last name
     *Example: jonathan.smith*

3. Leave the domain as FMUS. It is the only option. Click **Next**.

4. You will be prompted with **two of three** questions:
   - The format for the **birthday** is one long string of numbers without any spaces or special characters.
     *Example: mmddyyyy*
   - The format for the **student ID number** is the entire number including the four zeros in front.
     *Example: 000012345*
   - The format for the **last 5 of your social** is a string of 5 numbers.
     *Example: 54321*

5. Once you have answered the security questions successfully, you will be prompted for a **new password** that meets the following criteria:
   - 8-20 characters long
   - It cannot be a password you have ever used before
   - It needs at least one capital letter, one number, and a special character

6. Leave the Unlock My Account box checked and click **Next**.

7. If the password was successfully changed you will see this:

   "Your password has been changed successfully, please try to logon in a few minutes.
   User account has been unlocked successfully."

   **Your password has now been reset. You will use this password for:**
   - **FMU Email (Gmail)**
   - **Wireless Network Connection**
   - **Pay for Print Login**
   - **Patriot Portal**
   - **Lab Login**
   - **Library Database Access** (off campus)

   **Link to Password Manager:** [https://recoverystudent.fmarion.edu/passwordmanager/](https://recoverystudent.fmarion.edu/passwordmanager/)