

## 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/>