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/)