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: jsmit1234
   - 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/