

Baruch COLLEGE Computing & Technology Help Desk

Instructions for setting up a security profile on myPassword

The myPassword service allows a convenient way for students, faculty and staff to manage their Baruch Username password. Once set up, a security password profile allows you to recover access to your account instantly from a web browser through security questions and answers.

A note for students: A security profile is **required** before students will be allowed access to the **Baruch-Students wireless network**. Access is granted within 24 hours upon completion of your profile.

A note for faculty/staff: Your password expires every 90 days and can be updated through your myPassword profile.

Step 1: Visit the myPassword site: <http://www.baruch.cuny.edu/bctc/mypassword/>

Step 2: Click “Logon to myPassword.”

Baruch COLLEGE

Search

ABOUT BARUCH ADMISSIONS ACADEMICS ARTS ATHLETICS STUDENTS FACULTY & STAFF ALUMNI

BCTC Home

myPassword Home

How to Complete the My Password Profile

Scenario: Forgot your password

myPassword FAQs

Password Security Best Practices

For help, please contact the Computing & Technology Help Desk

Baruch Computing and Technology Center (BCTC)

MyPassword: Self-Service Password Management

myPassword

Baruch College students, faculty and staff now have a way they can manage their Baruch Username password for logging onto the Baruch College network (desktop computer log on and wireless, e-mail log on, library database log on). By setting up a profile complete with challenge questions and answers, students, faculty and staff now have a way of resetting their password and regaining access to their account at all times.

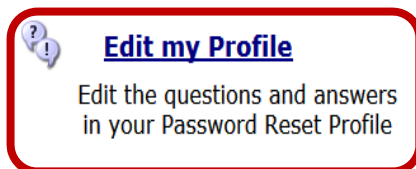
Students are required to have a myPassword profile before being allowed access to the Baruch-Students wireless SSID.

This service will **NOT reset passwords for BOSS, Blackboard, or the CUNY Portal.**

CUNY School of Professional Studies (SPS) students can use this service to reset the password for logging into Newman Library resources.

Logon to myPassword*

Step 3: On the bottom right hand corner, click “Edit my Profile.”



Step 4: Login with your Baruch username and password. Please make sure to select your correct domain. **Faculty typically select ACAD and staff typically select BCTC as their domain.**

Enter your user name and password to edit your password profile

Step 5: Select your security questions from the list provided and choose an answer for each. Click “Update”.

Answer these questions to complete your profile

Answers to all questions are required

Select a Question from the list.

Question:
Answer:

Select a Question from the list.

Question:
Answer:

Select a Question from the list.

Question:
Answer:

Your security profile is now complete. You can recover your account at any moment by changing or resetting your password at <http://www.baruch.cuny.edu/bctc/mypassword/>

Note: Students will have access to the **Baruch-Students wireless network** within 24 hours of completing your profile.

If you have any problems, please do not hesitate to contact the [Baruch College Computing & Technology Help Desk](#) for assistance.