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/](http://www.baruch.cuny.edu/bctc/mypassword/)

**Step 2:** Click “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.

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

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.