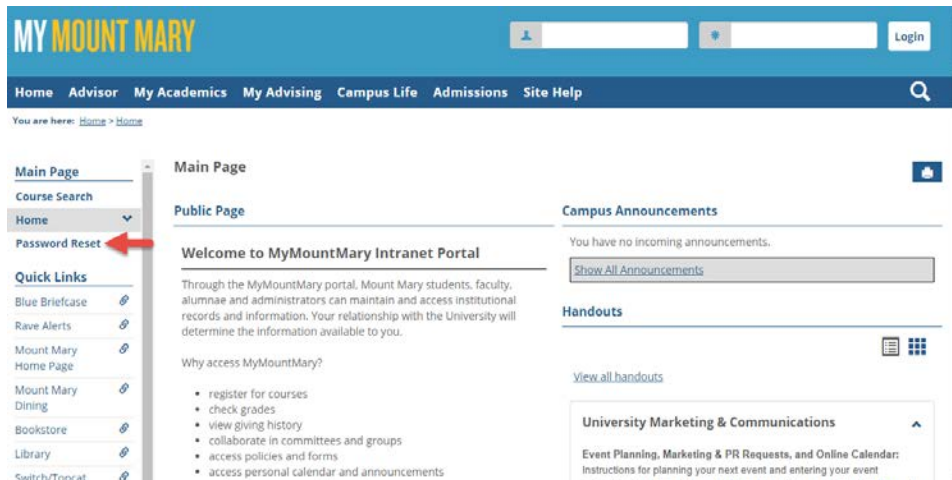
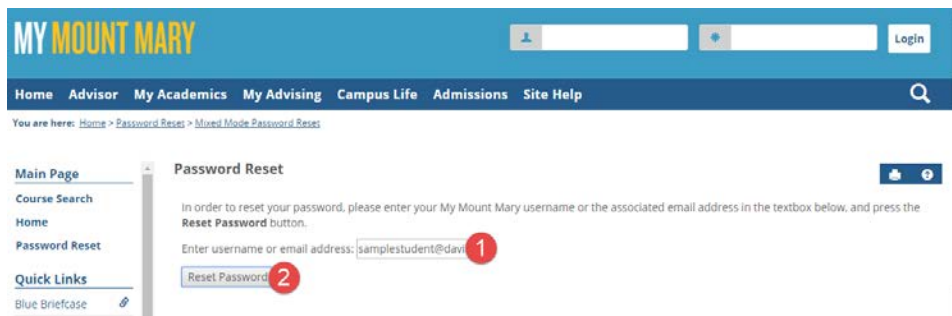


Generating a Temporary Password

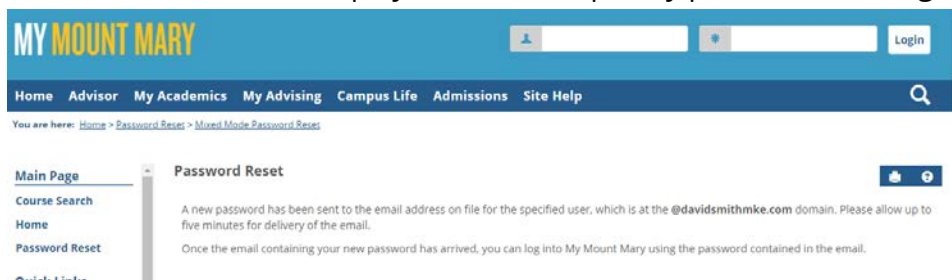
1. From the My Mount Mary home page (<https://my.mtmary.edu>), click on **Password Reset** in the left navigation.



2. Enter your email address on file or username (student ID number) in the **Enter username or email address** field (1). Then click the **Reset Password** button (2).

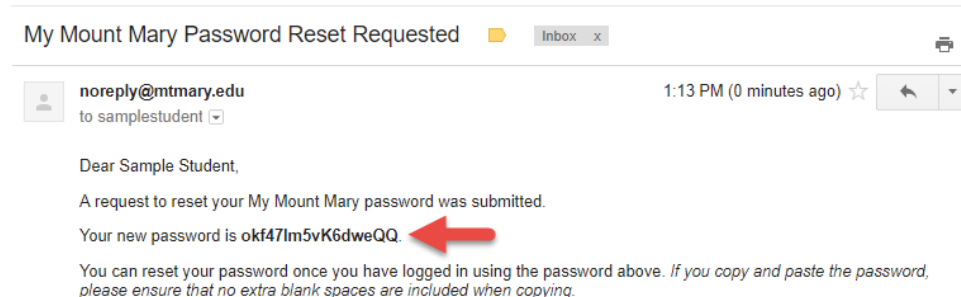


3. A confirmation will be displayed that a temporary password is being sent to you via email.



4. Open the email containing the temporary password (sent from noreply@mtmary.edu). Copy the temporary password (noting that the password does not include the period at the end of the

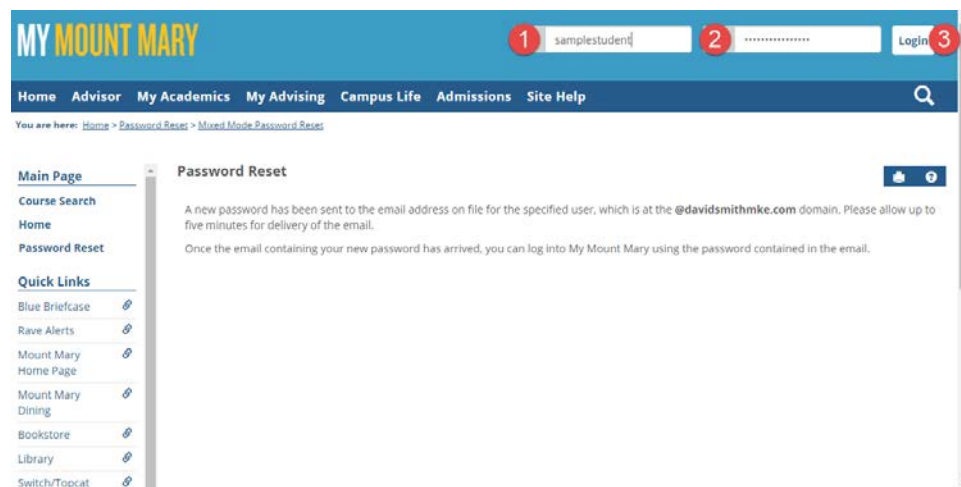
sentence).



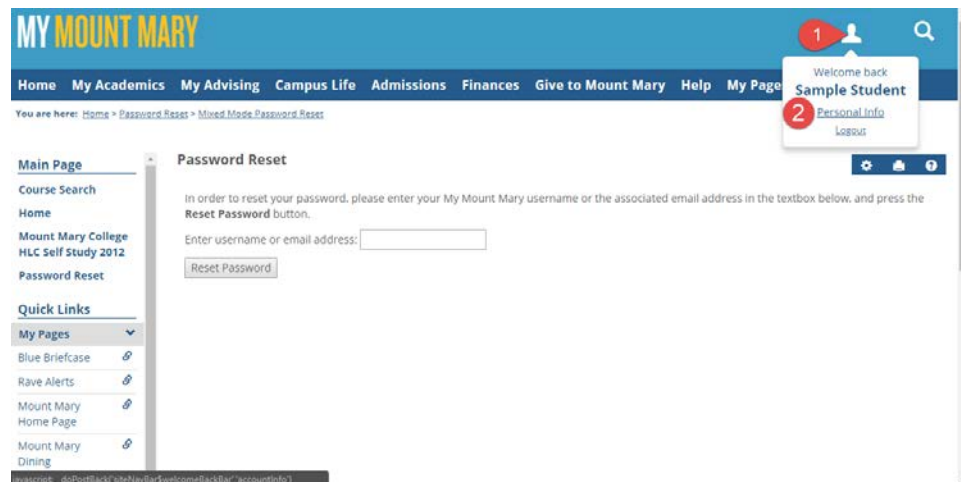
Note: If you do not see an email after 5 minutes, check your junk mail folder to ensure that it was not incorrectly flagged.

Set a Permanent Password

1. On My Mount Mary, enter your email address on file or username (student ID number) in the username field (1), and the temporary password in the password field (2). Then press the **Login** button (3).



2. Click the profile icon (1). Then click the **Personal Info** link (2).



3. Click on the **Password** tab (1). Enter the temporary password into the **Old Password** field (2). Enter a new password in both the **New Password** and **Confirm Password** fields (3). Then click the **Save** button (4).

MY MOUNT MARY

Home My Academics My Advising Campus Life Admissions Finances Give to Mount Mary Help My Pages

You are here: Home > Password Reset > My Info

My Info - Manage Password

Account Info Communication Preferences **Password** 1 Custom Info Privacy Settings

Password

The new password you choose must be between 8 and 16 characters long.

Old Password: 2

New Password: 3

Confirm Password: 3

4 Save Cancel

Password Hint

Exit Admin Preview My Info pop-up

4. A confirmation will be displayed indicating that your password was successfully changed.

MY MOUNT MARY

Home My Academics My Advising Campus Life Admissions Finances Give to Mount Mary Help My Pages

You are here: Home > Password Reset > My Info

My Info

Account Info Communication Preferences Password Photo Custom Info Privacy Settings

Password changed.

Name

Preferred First Name:

Hide Middle Name:

Prefix:

Suffix:

This account information will be used for display purposes only within the portal.

If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.