

MLSD Password Reset Portal Instructions

The **Password Reset Portal**, located at <https://mlsd161.org/passwordreset/>, is the first stop for new staff and students.

This tutorial page is here to help you use the site efficiently.

Enter your **username** and your current **computer/email password**.

For **staff**, that generally means your **first initial/last name**.

For **students**, this is your **first initial/last name** and the **last two digits of your student ID**.

If you have forgotten your password, click the **Forgotten Password** link at the bottom.

Please Log In
Password Self Service
For instructions on how to use the Password Reset Portal, please click [here](#)

Username

Current Password

Login **Clear** **Cancel**

Forgotten Password Regain access to your account if you have forgotten your password.

Forgotten Password
Password Self Service
For instructions on how to use the Password Reset Portal, please click [here](#)

If you have forgotten your password, follow the prompts to reset your password.

Email Address*

Last Name*

Once logged in, you will see the main menu and four buttons.

Main Menu
Password Self Service

- Change Password** Change your current password.
- Setup Password Responses** Setup your forgotten password responses. These secret questions will allow you to recover your password if you forget it.
- Account Information** Information about your password and password policies.
- Logout** Logout of the password self service application.

When you select **Change Password**, ensure you follow the requirements on the page.

Change Password

Password Self Service

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 8 characters long.
- Must not include any of the following values: password test
- Must not include part of your name or username.
- Must not include a common word or commonly used sequence of characters.
- Must have at least three types of the following characters:
 - Uppercase (A-Z)
 - Lowercase (a-z)
 - Number (0-9)
 - Symbol (!, #, \$, etc.)

» [Password Guide](#)

» [Auto-generate a new password](#)

Please type your new password

New Password

Confirm Password

Change Password

Clear

Cancel

Setup Password Responses

Password Self Service

In the event that you forget your password, you can recover your password by answering questions known only to you.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please type your security responses

---Please select an item from the list---

»

Save Responses

Clear

Cancel

And here's what you will see on the **Account Information** page.

Account Information

Password Self Service

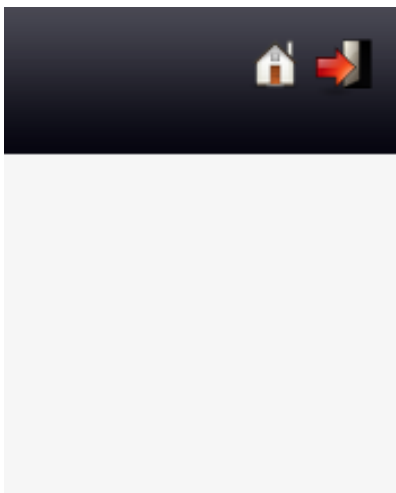
Account Information

Password Policy

Password History

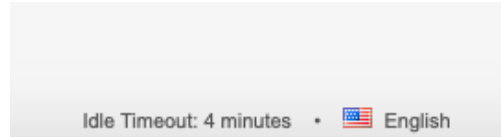
Username
Password Expired
Password Pre-Expired
Within Warning Period
Violates Password Policy
Password Set Time
Password Set Time Delta
Password Expiration Time
Responses Stored
Stored Responses Timestamp
Network Address
Network Host
Logout URL
Forward URL

The top right-hand corner of the page has the **logout** icon.



You can also change the language on this page.

Look for the flag icon and corresponding language, select the language, and change to your preference.



Original Password Reset Portal link:
<https://passwordreset.mlsd.wednet.edu/pwm/private/Login>