Your Towson U Account
Your Towson U account provides you with:

- Login access to any campus computer
- Access to your Towson U Outlook E-mail
- Access to Online Services for pulling information out of the PeopleSoft database program
- Access to Blackboard for Online courses

Reset Your Forgotten or Expired Password
If you need to change your password or have forgotten it you can reset it by following the steps below.

1. Open your favorite Web browser and navigate to: http://towson.edu/netid
2. The NetID Tools page will appear (Fig 1).

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**Figure 1**

NetID Tools

These self-help tools allow for management of your NetID, as well as a few other NetID services.

- **Students**
- **Faculty**
- **Staff**
- **Services**
- **Faculty Senates**
- **UB/TU MBA students**

**Student NetID Tools**
4. Scroll to and locate the **Reset a Forgotten or Expired Password** hyperlink under the **Faculty/Staff NetID Tools** section of the webpage (Fig 2, 1).

5. The **Reset Your Password (Step 1 of 3)** webpage appears (Fig 3).
6. Type your **NetID (Username)** in the **NetID (Username)** box (Fig 3, 1).
7. Type the **last 4 digits of your Social Security Number**, or your **7-digit TUID** (Fig 3, 2).
8. Type your date of birth in the **Date of Birth (MM/DD/YYYY)** box (Fig 3, 3).
9. Click the **Next** button (Fig 3, 4).

10. The **Reset Your Password (Step 2 of 3)** screen appears (Fig 4).
11. A security question will appear in green type. Type the answer to the security question in the **Type your Answer** box (Fig 4, 1).
12. Click the **Next** button (Fig 4, 2).
13. The **Reset Your Password (Step 3 of 3)** screen appears (Fig 5).
14. Type in a new password in the **New Password** box (Fig 5, 1).
15. Repeat the password in the **Confirm New Password** box (Fig 5, 2).
16. Click the **Set New Password** button (Fig 5, 3).

Your new password must follow these guidelines:

- Be at least 8 characters in length
- Use at least 3 of the following 4 different types of characters: uppercase letters, lowercase letters, numbers, symbols
- Not be an incremental change from a previous password (for example, you cannot use "Password45" after "Password44")
- Not be one of your last 5 passwords

17. The **Manage your Security Question and Answer** page will appear indicating that **You have successfully reset your NetID password** (Fig 6).
18. Click **Return to Towson University Home Page** (Fig 6, 1) to be returned to the main university page.