

NetID Management

Changing Current NetID Password

Introduction

Password expiration warning notifications are sent automatically through email in advance. This self-help document will walk you through the steps of updating your current NetID password before it expires.

Changing NetID Password

1. From your favorite browser type **towson.edu/netid**.
2. Under the **Manage NetID Password** section, click the **Change** link.

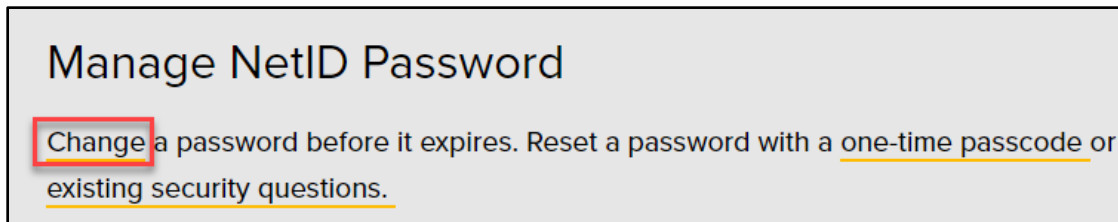


Figure 1

3. Enter your **Username (NetID)** and **Password** on the **Towson University Authenticated Login** screen and click **Login**.

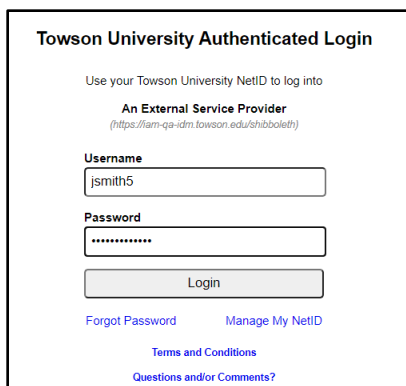


Figure 2

Note: You may be prompted with a **Duo Multi-Factor Authentication** window to verify your account to continue.

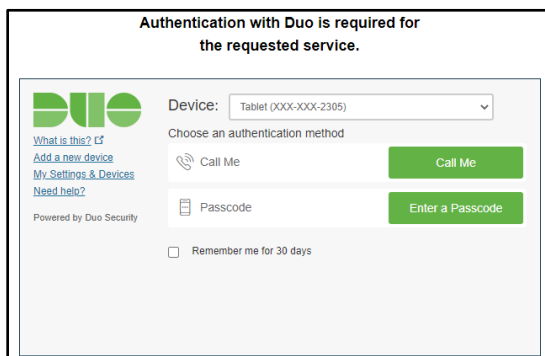


Figure 3

4. Click the **PASSWORD** tab at the top of the page.

NetID Management: Changing Current NetID Password

5. The **Create New Password** screen will appear.

Please create a unique password that only you will know. We encourage the use of a passphrase that will be easy for you to remember but also difficult for hackers to guess. For example, MYDOGWEARSPURPLEPAJAMAS or UNICORNSLIVCUPCAKES. Your password should NOT contain your name, your birthday or your NetID. Lastly, please ensure you are using at least 12 characters for your password.

* New Password:

Password Strength:

* Re-type Password:

RESET PASSWORD

Password Rules	Default
Mandatory	
Length: Minimum	12
Length: Maximum	128
Letters: Minimum	2
Legal First Name: Disallow contain	Yes
Legal Last Name: Disallow contain	Yes
Primary TU Email: Disallow contain	Yes
NetID: Disallow contain	Yes
Email Address 2: Disallow contain	Yes
TUID: Disallow contain	Yes
Preferred First Name: Disallow contain	Yes
Preferred Last Name: Disallow contain	Yes

Figure 4

6. Enter a new password within the **New Password** field.

Note: Your new password must follow the Password Rules listed.

7. Repeat the password in the **Re-type Password** field.

8. Click the **RESET PASSWORD** button.

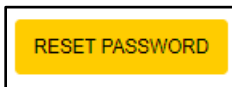


Figure 5

9. The **ATTENTION** screen will appear while your password is being reset. This could take up to a minute for the process to complete, so do not close out your web browser.

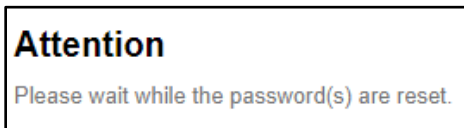


Figure 6

10. Once the process is complete, the **ATTENTION** screen will display a confirmation message that you have successfully changed your NetID password.

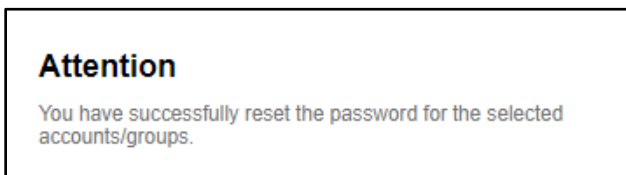


Figure 7

11. Click the **OK** button in the **ATTENTION** window.

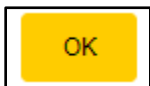


Figure 8

Logout

Click the **Logout** button in the upper right-hand corner of the screen when finished.

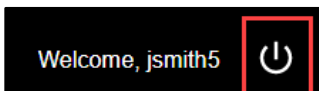


Figure 9