Reset Your Expired or Forgotten Password
Faculty/Staff

Introduction

If you need to change your password or have forgotten it you can reset it by following the steps below:


   ![NetID Tools](image1)

   **Figure 1**

2. Scroll down the page and locate the **Reset a Forgotten or Expired Password** link below the **Faculty/Staff NetID Tools**.

   ![Faculty/Staff NetID Tools](image2)

   **Figure 2**
3. The **Reset Your Password (Step 1 of 3)** screen will appear. Enter your **NetID (Username)**.

4. Enter the **last 4-digits of your Social Security Number**, or your **7-digit TUID**.

5. Use the drop-down menus to select your **Date of Birth (MM/DD/YYYY)**.

6. Click **Next**.

7. The **Reset Your Password (Step 2 of 3)** screen will appear. A security question will appear in green type. Type the answer to the security question in the **Type your Answer** box.
8. Click Next.

![Reset Your Password (Step 3 of 3)](image)

**Figure 5**

9. The **Reset Your Password Step 3 of 3** screen will appear. Enter a new password within the **New Password** box.

**Note:** Your new password must follow the guidelines listed beside the text boxes.

10. Repeat the password with the **Confirm New Password** box.

11. Click **Set New Password**.

![Manage your Security Question and Answer](image)

**Figure 6**

12. The **Manage your Security Question and Answer** window will appear indicating that **You have successfully reset your NetID password**. Click **Return to Towson University Home Page** to be returned to the main university page.