



## Portal Login for a New Faculty / Staff Account

When logging into The Bergen portal, follow these instructions.

### Reset My Password | What's my User ID

1. Go to [MY.Bergen.Edu](http://MY.Bergen.Edu)
2. When prompted for login (as above image) only select **"This is a private computer if you are not in a public area and the only one using this computer."**
3. Enter your Bergen Network account user name in the Bergen user name field. **This is the same User Name that you use to login to your computer at Bergen.**
4. Enter your initial password in the Password field.

Your initial password is the first two (2) letters of your last name with the first letter UPPER case, followed by the last six(6) numbers of your badge number (faculty / staff ID). E.g. My name is John Smith and my badge number is 0123456. My Initial password is therefore Sm123456

For further assistance, please call the Bergen Service Desk at 201-447-7109



5. Click **Log On**

A screenshot of a web form for changing a password. At the top left is the Bergen Community College logo, which includes a stylized orange flame and the text "Bergen COMMUNITY COLLEGE". Below the logo are three horizontal lines. The form contains three labeled input fields: "Old password:", "New password:", and "Confirm new password:". Below these fields are two buttons: "Change Password" and "Continue". At the bottom of the form area, there is a copyright notice: "© 2009 Microsoft Corporation. All rights reserved." The entire form is set against a light purple background with a dark blue border.

6. When prompted (as above image) enter your initial Password in the Old Password field, then your New Password and then Confirm Your New Password.
7. Click Change Password