



How to Activate your my.bergen.edu Portal Account

1. In order to activate your my.bergen.edu Portal account you will need your Bergen User Name and Bergen Student ID number. Your Bergen User Name can be found in your Letter of Acceptance or by going to <http://my.bergen.edu> and clicking the “What’s my Bergen User Name” link.

Your Bergen Student ID number can be found in your Letter of Acceptance.

2. Go to my.bergen.edu
3. Enter your Bergen User Name in the Bergen User Name field.
4. Enter your initial password in the Password field. (The first two (2) letters of your last name with the first letter

UPPER case, followed by the last six(6) numbers of your Student ID number.

For example, my name is John Smith, my Student ID number is 0123456. My Initial password is: **Sm123456**

5. Click **Log On**

A screenshot of the my.bergen.edu login page. At the top left is the Bergen Community College logo. Below it is a "Security" section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". There is also a checkbox for "I want to change my password after logging on". Below these are two input fields: "Bergen User Name:" and "Password:". A "Log On" button is positioned to the right of the password field. At the bottom of the page, there is a copyright notice: "© 2009 Microsoft Corporation. All rights reserved." Below the screenshot, there are links for "Forgot My Password" and "What's My Bergen Username Portal Help".

[Forgot My Password](#) | [What's My Bergen Username Portal Help](#)

my.bergen.edu



The screenshot shows the password change interface on the my.bergen.edu website. At the top left is the Bergen Community College logo. Below it are three input fields: 'Old password:', 'New password:', and 'Confirm new password:'. Each field has a small vertical line on the left side, indicating a password strength indicator. Below the fields are two buttons: 'Change Password' and 'Continue'. At the bottom left, there is a small copyright notice: '© 2009 Microsoft Corporation. All rights reserved.'

6. When prompted (as Left image) enter your initial Password in the Old Password field, then your New Password and then Confirm Your New Password. **(Your password must be at least 8 characters long. It must contain a number, and an UPPER case letter and a Lower case letter. Your password cannot be any of your previous 6 passwords and cannot contain any part of your name).**
7. Click Change Password