



## Reset Password

When changing your Bergen portal Password, follow these instructions.

A screenshot of the Bergen Community College password reset form. The form is titled "Security ( show explanation )" and contains two radio button options: "This is a public or shared computer" and "This is a private computer". A red warning message states: "Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy." Below this, there is a checked checkbox for "I want to change my password after logging on" with a blue highlight and a red circle around it. A note below the checkbox says: "With this option selected, a page used to change your password will be displayed after your credentials are submitted." The form also includes input fields for "Bergen user Name:" (containing "bsmith") and "Password:", and a "Log On" button. At the bottom, it says "© 2009 Microsoft Corporation. All rights reserved."/>

Bergen  
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Security ( [show explanation](#) )

This is a public or shared computer  
 This is a private computer

**Warning:** By selecting this option you acknowledge that the computer complies with your organization's security policy.

I want to change my password after logging on  
With this option selected, a page used to change your password will be displayed after your credentials are submitted.

Bergen user Name:

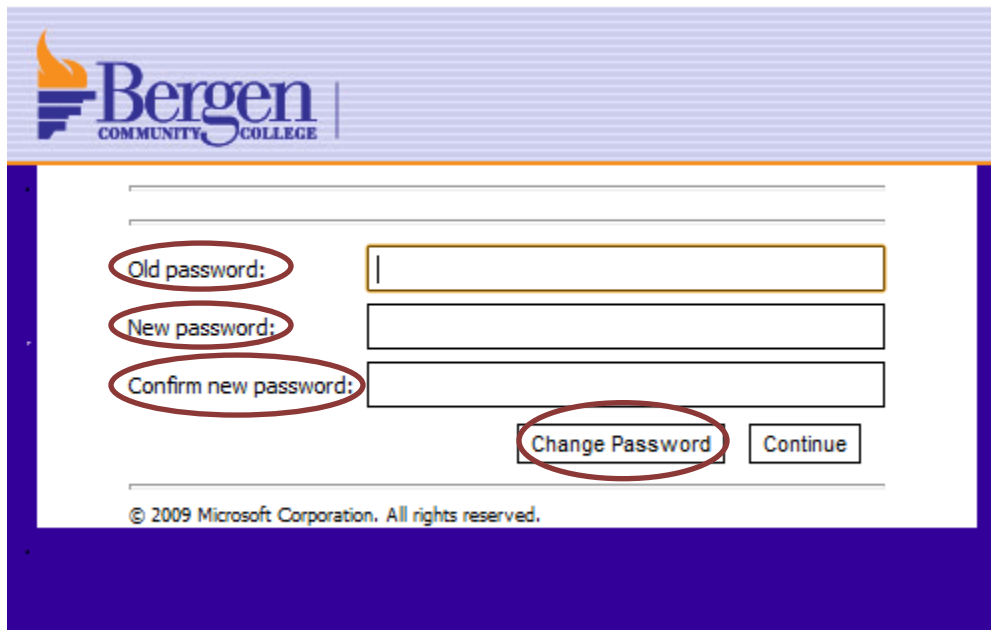
Password:


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

1. Go to [MY.Bergen.Edu](https://my.bergen.edu)
2. **IMPORTANT!** Once there (as above image) check the box for "I want to change my password after logging on"
3. Enter your portal user name in the Bergen user name field.
4. Enter your portal password in the Password field (if you previously forgot your password, enter the temporary password sent to you via email).
5. Click **Log On**

# my.bergen.edu



 Bergen  
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Old password:

New password:

Confirm new password:

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1. When prompted (as above image) enter Your Old Password, then your New Password and then Confirm Your New Password.
2. Click Change Password