Using the UMass Boston Self-Service Password Management system allows you to change your password or reset a forgotten one via the web at this address: mypassword.umb.edu. Following is a brief guide to using this new system.

1. Setting Up a Profile

The first thing you should do is set up your profile so that you will be able to use security questions you choose to reset your password if you forget it in the future. To begin, go to https://mypassword.umb.edu/ and click “Edit my Profile.”

Log in by entering your UMB user name (do not include the @umb.edu) and your password. Leave the domain set to COMPSERVDOM.
Once you have logged in, you will be asked to select two questions from popup menus and type in a third question yourself. Select three questions and type in the answers. This way, if you forget your password in the future, you will still be able to change it.

**Note:** Your password reset answers should not be obvious to people trying to break into your account. Don’t use something anyone might guess, like “Where do I live?” Don’t use something like your dog’s name that many people know, and don’t use information that might be on your social media, like your favorite food. Feel free to lie. The answers don’t have to be true, you just have to remember them.

Once you have chosen your questions and typed in the answers, click “Submit.” You should receive a message saying “You have successfully updated your profile.” This means your profile is set up. Click OK to return to the main menu. You can test your answers at any time by choosing “Reset my Password” from the main menu.
2. Changing Your Password

After you have set up your profile, you can change your password to a different one by clicking either “Change my Password” or “Reset my Password.” If you click “Change my Password,” enter your username and current password. If you choose “Reset my Password,” enter your username and answer your three questions. (See “Resetting a forgotten password” below.) Remember, do not include the @umb.edu when entering your username! You will then be brought to the “Set your new password” page.

![Change Password Form]

**Note:** If you try to change your password without setting up your profile first, the system will redirect you to the “Edit my Profile” section. You must set up your security questions before changing your password.

Your password must comply with the following rules:

1) Passwords must have a minimum length of eight (8) characters
2) Passwords must include at least 3 out of 4 of the following:
   - at least 1 upper-case character
   - at least 1 lower-case character
   - at least 1 special character (&, *, $, etc.)
   - at least 1 numeric character
3) Passwords cannot contain all or part of your email address
4) Passwords will expire after 180 days
5) Passwords cannot be re-used
Type your password into both the “Password” and “Confirm” fields and click the “Change Password” button. and your password will be changed. If you receive an error, check the rules and make sure the password you chose is complex enough, you typed it exactly the same into both boxes, and it isn’t one you have used before (which will cause a “constraint violation”).

If you would like the site to generate a password for you, click the dot next to “Generate” on the left, then click the “Generate” button on the right, and a password meeting our complexity requirements will be filled in. If you like the password the site has generated, click “Change Password” and you’re done — but please make sure you remember it first, before you click! If you don’t like it, keep clicking till you find one you like.

As you type your password or review the generated passwords, note that the site will rate your password based on its length and complexity. You should try to make your password “Strong” or “Excellent,” though some good passwords are rated only “Average” by the site, as it emphasizes complexity over length.
Good passwords follow some obvious rules and some not-so-obvious rules. Obvious rules include:

- The longer the better.
- Use more types of characters (uppercase, lowercase, numbers, and symbols).
- Don’t include words from a dictionary.

Some less obvious rules:

- Most passwords have the capital letter at the beginning of a string of characters. Put yours in the middle.
- Most passwords begin with a capital letter. Start yours with a number or a symbol.
- Don’t assume a word with one letter changed to a symbol (like “p@ssword”) will fool anyone.

Once you click “Submit” you should receive the message “Your password has been Changed.” Click OK to return to the main menu.
3. Resetting Your Password

If you have forgotten your password or it has expired (remember, passwords expire after 180 days!) you can reset it yourself using the “Reset my Password” link from the main page — if you have set up your profile.

You will first be asked for your user name. Type it in (do not include the @umb.edu) and leave the Domain set to COMPSERVDOM.

You will be asked the three security questions that you set up when you created your profile. You have to answer all of the questions correctly before you can reset your password.

Once you answer the three security questions correctly, you will be able create a new password as described in Section 2 above.