Changing or Resetting your password with My Accounts

Now that you have already used My Accounts, you can immediately access any of the systems described above with one master password. Below are the instructions for users who have already used the My Accounts system and would like to (1) change their password or (2) reset their password using the self-service Forgotten Password tool.

Changing your password with FIU My Accounts

Whenever you would like to change your password on any of the systems, you can do so by accessing FIU My Accounts, and changing the password there. Here’s how:

1. Point your favorite browser to http://My Accounts.fiu.edu

2. Log in with your User ID and password (User ID for FIU My Accounts is your e-mail username without the @fiu.edu)

3. Click the Change Password link found in the My Password box (see Figure A)

![Figure A](image)

Resetting your forgotten password with FIU My Accounts

If you forget your password to any of the systems described above, you can do the following to reset it:

1. Point your favorite browser to http://My Accounts.fiu.edu

2. Enter your User ID (User ID for FIU My Accounts is your e-mail username without the @fiu.edu)

3. Click the Forgot your Password? Link (see Figure B).
4. TheForgot Your Password screen will appear (see Figure C) with the same 3 password security questions that you set in the beginning (see step 4 in Getting Started with My Accounts). Answer the questions just as you had set them in before. Keep in mind that the answers you enter are NOT case-sensitive (i.e., if you entered them in uppercase letters before, you can enter them now in lowercase letters). Click OK when you are done entering the answers to your password security questions.

5. At the Specify New Password window, in Section 1, you will be shown a list of all the accounts which belong to you and which will be affected by the password reset change (see Figure D).
In section 2, you will be shown the rules (or criteria) for the new password. Please make sure you read the criteria for selecting a new password (see Figure E).

![Figure E](image)

**Figure E**

In section 3 and 4, you will be able to change your password by first entering your current password and then entering a new password and then the new password again (see Figure F). Click **OK** to change your password. Again, keep in mind that the password change occurs in a few minutes across all systems affected.

![Figure F](image)

**Figure F**
In the very near future, you will be able to use FIU My Accounts System for more than just changing and resetting your password if forgotten. This system will also allow you to request an account, request access to other systems, view your own access to systems, and much more! Please stay tuned for upcoming information on how much more FIU My Accounts can do for you!