

How do I set my BW password for the first time?

1) Using a mobile device, navigate to mypassword.bw.edu in a new browser window.

2) Enter your BW email address in the text box:

- New students: Enter your new BW email address retrieved from admissions.bw.edu/apply/status.
- New faculty and staff: Your BW email address should be communicated through your direct supervisor.

3) Enter the characters displayed in the box.



Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

2

Example: user@contoso.onmicrosoft.com or user@contoso.com



3

Enter the characters in the picture or the words in the audio. *

4

5) Click **I forgot my password**



Get back into your account

Why are you having trouble signing in?

I forgot my password

No worries, we'll help you to reset your password using the security info you registered with us.

I know my password, but still can't sign in

This might happen because you tried signing in with an incorrect password too many times.

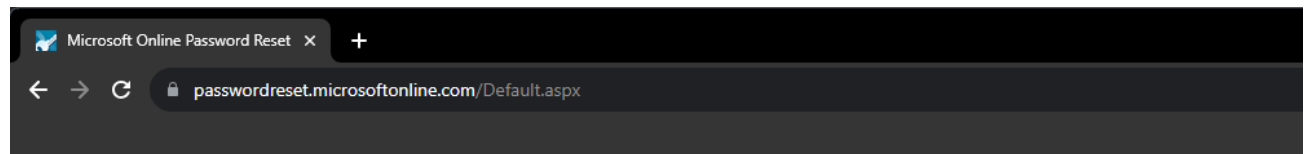
If you choose this option, you'll keep your existing password and we'll unlock your account so you can sign in again.

Next

Cancel

6) You're then prompted to enter the full phone number used when applying to BW. **Please have this phone nearby.**

- If it's a phone that can receive texts. You can use the **text** or **call** option.
- If the phone cannot receive text messages, you **must** use the **call** option.



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Text my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (*****45) below. You will then receive a text message with a verification code which can be used to reset your password.

Call my mobile phone

[Cancel](#)

7) You will then receive a call or text depending on the option you selected above. Here's what to expect:

- Selecting **call** will immediately call the number and prompt you to press a key on the phone.
- Selecting **text** will send a 6-digit code to your phone that needs to be entered on the next page (see below).



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Text my mobile phone

Call my mobile phone

We've sent you a text message containing a verification code to your phone.

1

2

[Cancel](#)

8) Set a **STRONG** password for your BW account. You will be notified if the password is easy to

guess, or does not meet password requirements:

- A minimum of 8 characters and a maximum of 256 characters.
- Requires three out of four of the following types of characters:
- Lowercase characters
- Uppercase characters
- Numbers (0-9)
- Symbols: @ # \$ % ^ & * - _ ! + = [] { } | \ : ' , . ? / ` ~ " () ; < >



Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

* Confirm new password:

Finish Cancel