

Generating a Temporary Password

1. From the My Mount Mary home page (<u>https://my.mtmary.edu</u>), click on **Password Reset** in the left navigation.



2. Enter your email address on file or username (student ID number) in the **Enter username or email address** field (1). Then click the **Reset Password** button (2).

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3. A confirmation will be displayed that a temporary password is being sent to you via email.

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Course Search Home	A new passw five minutes f	ord has been se for delivery of th	nt to the email add ie email.	iress on file for the	specified user, which	is at the @davidsmithmke.com	domain. Please allow up to
Password Reset	Once the ema	ail containing yo	ur new password t	has arrived, you ca	n log into My Mount M	fary using the password containe	ed in the email.
Quick Links							

4. Open the email containing the temporary password (sent from <u>noreply@mtmary.edu</u>). Copy the temporary password (noting that the password does not include the period at the end of the

sentence).



Note: If you do not see an email after 5 minutes, check your junk mail folder to ensure that it was not incorrectly flagged.

Set a Permanent Password

1. On My Mount Mary, enter your email address on file or username (student ID number) in the username field (1), and the temporary password in the password field (2). Then press the **Login** button (3).



2. Click the profile icon (1). The click the **Personal Info** link (2).



3. Click on the **Password** tab (1). Enter the temporary password into the **Old Password** field (2). Enter a new password in both the **New Password** and **Confirm Password** fields (3). Then click the **Save** button (4).

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4. A confirmation will be displayed indicating that your password was successfully changed.

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If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 (x3048 on campus) or <u>mmu-helpdesk@mtmary.edu</u>.