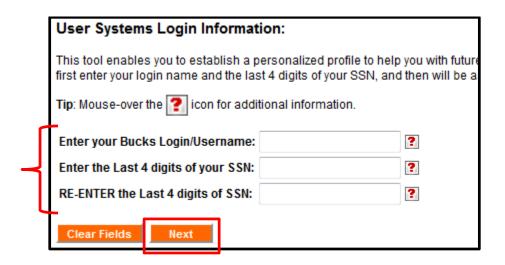
Setting up your profile and password to access MyBucks, Student Email and other Resources

Use the Password Manager to directly update your password to access many Bucks systems including MyBucks, Canvas, campus computer logins, library databases from off campus, and WebAdvisor. Student passwords will automatically expire every 180 days.

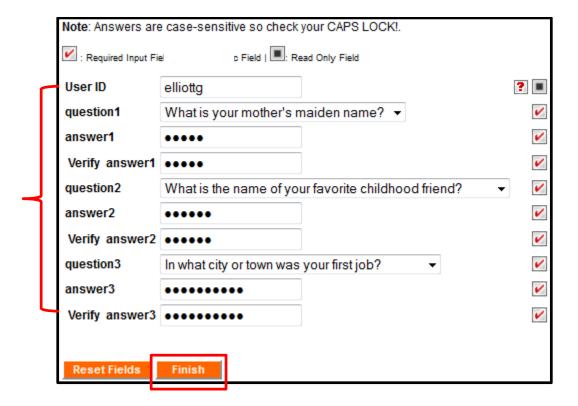
- 1. Visit the Password Manager directly by going to http://www.bucks.edu/e-resources/password/ in your browser.
- 2. You first must create a profile before having the ability to create/change your password. Click **Setup Your Profile** to create a profile; this is a one-time setup. If you have previously set up a profile and you need to update your password, you can click **Change Password** directly.



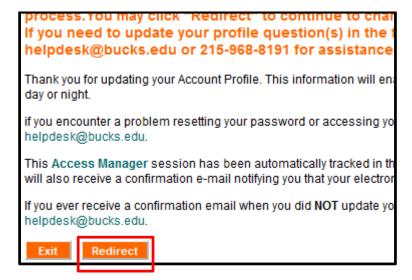
3. To proceed with the Profile Setup, enter your Bucks username and the last four digits of your social security number in both boxes. The username is used the same one used to WebAdvisor, Canvas, campus computer logins, and your email account. Click **Next** to continue.



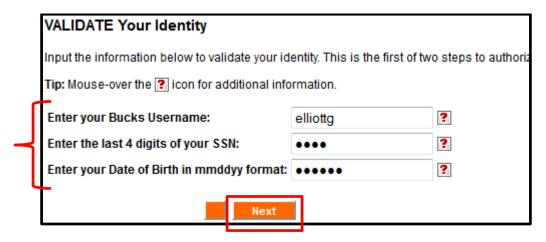
4. You will need to answer three security questions that are used to verify your identity when accessing the password change or recovery feature. Each question has several choices which can be changed by clicking the drop down arrow. Click **Finish** to continue.



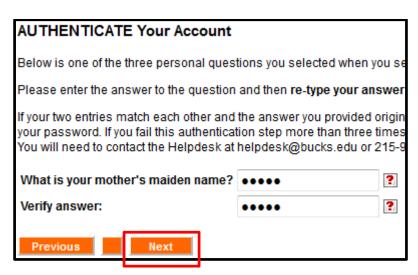
5. After the profile has been set up you will receive a confirmation page. Click **Redirect** to continue to update your password.



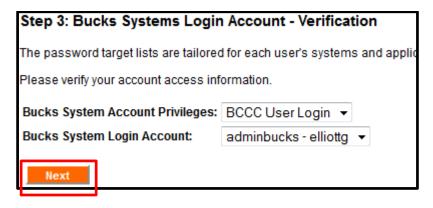
6. Re-enter your username, the last four digits of your social security number and your birth date in mmddyy format. Click **Next** to continue.



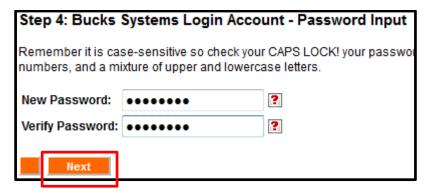
7. Enter the information for the secret question you answered in the previous steps. Answers must match exactly as they were entered; spelling and Upper/lower case matter. Click **Next** to continue.



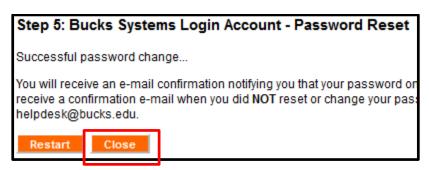
8. At the Step 3 screen, click **Next** to continue.



- 9. At Step 4, choose a new password and type it again to verify. Your new password must meet the following requirements:
 - Cannot contain any part of your username, full name or date of birth.
 - Must be a minimum of 8 characters in length and a maximum of 14 characters.
 - Must contain both uppercase and lowercase letters.
 - Must contain at least one number.
 - Must be a new password, not a previously used one.



10. You will receive a confirmation page that your password has been successfully changed. An email will be sent to your Bucks email address to confirm the password change. At this point you can log in to Canvas, MyBucks or a campus computer. Click **Close** to continue.



- **Note 1**: If you are unable to update your profile or password because your account has been disabled, please contact the ITS helpdesk by email at helpdesk@bucks.edu. Include your student ID number and the error message you are receiving.
- **Note 2**: After updating your password, you may need to re-enter your login credentials in MyBucks to sync your email account. If you have previously saved your password (for Canvas, WebAdvisor, or MyBucks) in your browser, be sure to update to the new password.
- **Note 3**: If your account is always locking up, that means your old password is still being used by something such as a smart phone, iPad, etc. Be sure to update the device to the new password.
- **Note 4**: For your own protection, your smart device/phone/tablet should also be password protected. This will prevent others from accessing your information through your smart device.