

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.

Password Manager
Create, reset, change, and update your password at Bucks

Change or reset your password

If you have **forgotten** your password, if your password has **expired**, or if you just want to **change** your password, you can do so using Password Manager.

Change Password

First time using Password Manager?


If you have never used the Password Manager before, **you must set up your profile before you can reset your password.**


Setup Your Profile


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.


User Systems Login Information:

This tool enables you to establish a personalized profile to help you with future logins. You will first enter your login name and the last 4 digits of your SSN, and then will be able to reset your password.

Tip: Mouse-over the  icon for additional information.

Enter your Bucks Login/Username: 

Enter the Last 4 digits of your SSN: 

RE-ENTER the Last 4 digits of SSN: 

Clear Fields **Next**

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.

Note: Answers are case-sensitive so check your CAPS LOCK!

☒ : Required Input Field ☐ Field | ☐ : Read Only Field

User ID ? ☐

question1 What is your mother's maiden name? ☒

answer1 ☒

Verify answer1 ☒

question2 What is the name of your favorite childhood friend? ☒

answer2 ☒

Verify answer2 ☒

question3 In what city or town was your first job? ☒

answer3 ☒

Verify answer3 ☒

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

process. You may click "Redirect" to continue to change your password.

If you need to update your profile question(s) in the future, please contact the helpdesk@bucks.edu or 215-968-8191 for assistance.

Thank you for updating your Account Profile. This information will be saved for 30 days or night.

If you encounter a problem resetting your password or accessing your account, please contact the helpdesk@bucks.edu.

This Access Manager session has been automatically tracked in the system. You will also receive a confirmation e-mail notifying you that your electronic profile has been updated.

If you ever receive a confirmation email when you did NOT update your profile, please contact the helpdesk@bucks.edu.

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.

VALIDATE Your Identity

Input the information below to validate your identity. This is the first of two steps to authorize your account.

Tip: Mouse-over the icon for additional information.

Enter your Bucks Username:

Enter the last 4 digits of your SSN:

Enter your Date of Birth in mmddyy format:

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.

AUTHENTICATE Your Account

Below is one of the three personal questions you selected when you set up your account. Please enter the answer to the question and then **re-type your answer** to verify it.

If your two entries match each other and the answer you provided originally matches your password. If you fail this authentication step more than three times, you will need to contact the Helpdesk at helpdesk@bucks.edu or 215-991-1234.

What is your mother's maiden name?

Verify answer:

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

Step 3: Bucks Systems Login Account - Verification

The password target lists are tailored for each user's systems and apply to all systems. Please verify your account access information.

Bucks System Account Privileges:

Bucks System Login Account:

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.

Step 4: Bucks Systems Login Account - Password Input

Remember it is case-sensitive so check your CAPS LOCK! your password must contain numbers, and a mixture of upper and lowercase letters.

New Password: ?

Verify Password: ?

Next

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.

Step 5: Bucks Systems Login Account - Password Reset

Successful password change...

You will receive an e-mail confirmation notifying you that your password was reset. If you do not receive a confirmation e-mail when you did NOT reset or change your password, please contact the ITS helpdesk at helpdesk@bucks.edu.

Restart **Close**

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.