

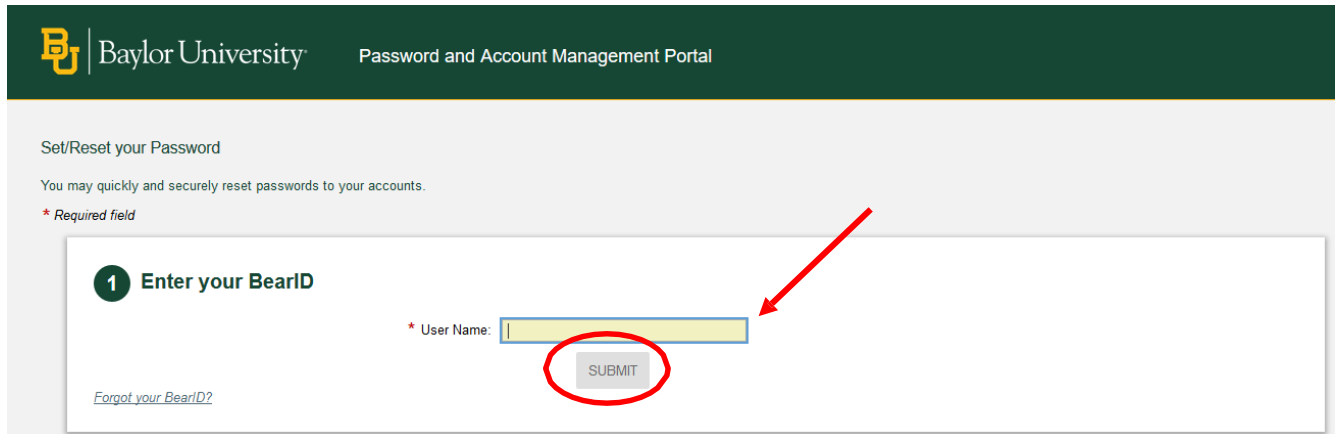
Initial Account Creation

As a new student or a new employee, one of the first things you will do is activate your BearID. Once you activate your BearID (set your password), you will have access to the systems you are approved for, such as Canvas, Baylor email, BearWeb, Banner, etc.

As a new student or employee, you will receive an email from Baylor to your personal email account (an account other than your Baylor email account). In this email, you will find your BearID (Firstname_Lastname) and an Authorization Code.

Once you have this information, you will be able to activate your BearID.

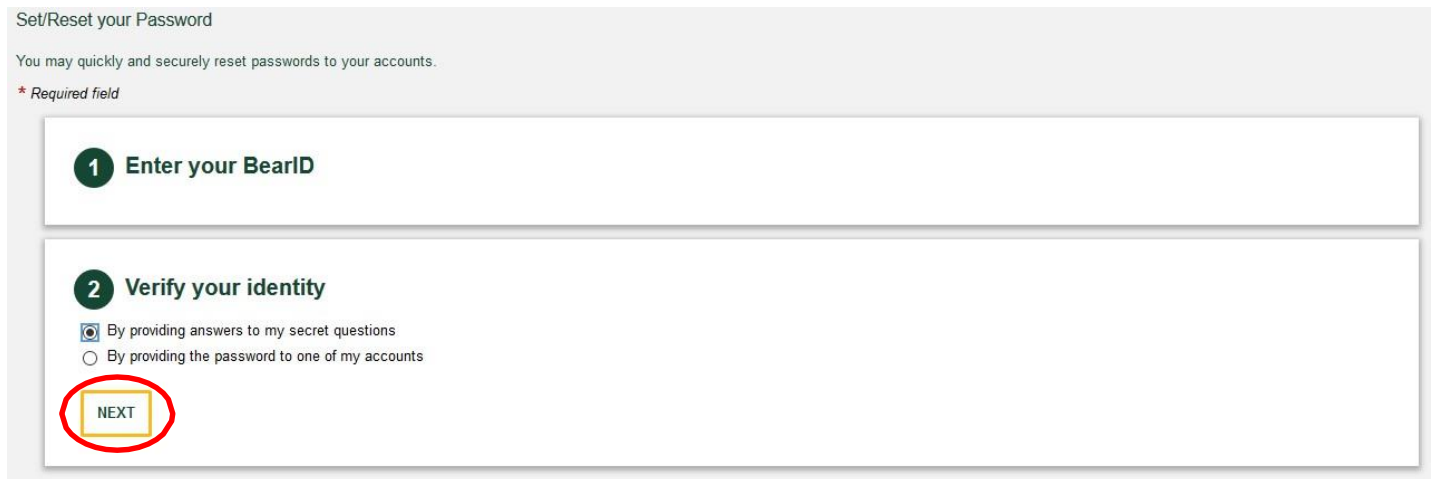
Step 1: Go to: <http://www.baylor.edu/bearid> and you will see this screen:



The screenshot shows the Baylor University Password and Account Management Portal. The page title is "Set/Reset your Password" and the subtitle is "You may quickly and securely reset passwords to your accounts." Below this, there is a red asterisk and the text "* Required field". The main content area is titled "1 Enter your BearID" and contains a "User Name:" label followed by a text input field. A red arrow points to the input field, and a red circle highlights the "SUBMIT" button below it. A link "Forgot your BearID?" is visible at the bottom left of the form area.

Enter your BearID and click the **Submit** button. Your BearID may have a number after your last name.

Step 2: Verify your identity by selecting the first option (selected by default) and click the **Next** button.



The screenshot shows the Baylor University Password and Account Management Portal. The page title is "Set/Reset your Password" and the subtitle is "You may quickly and securely reset passwords to your accounts." Below this, there is a red asterisk and the text "* Required field". The main content area is titled "2 Verify your identity" and contains two radio button options: "By providing answers to my secret questions" (which is selected by default) and "By providing the password to one of my accounts". A red circle highlights the "NEXT" button at the bottom left of the form area.

Next, enter the Authorization code that was included in the original email and click the **Submit** button.

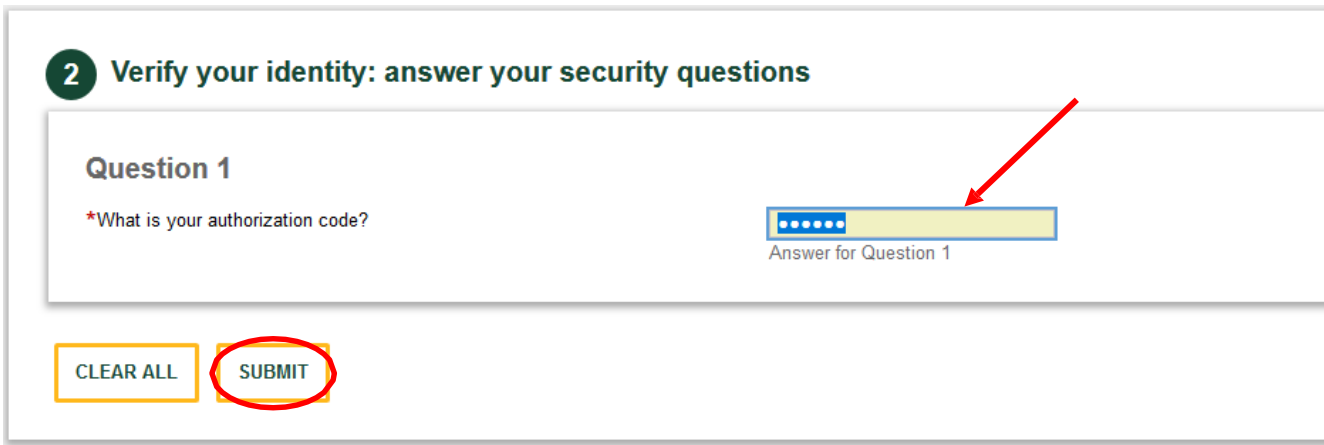
2 Verify your identity: answer your security questions

Question 1

*What is your authorization code?

Answer for Question 1


CLEAR ALL SUBMIT



Step 3: You will be presented with the Technology Systems Usage Policy. Please review this policy and, if you agree to the conditions, click the **Accept** button.

3 Review and accept terms of use

Technology Systems Usage Policy (BU-PP 025)

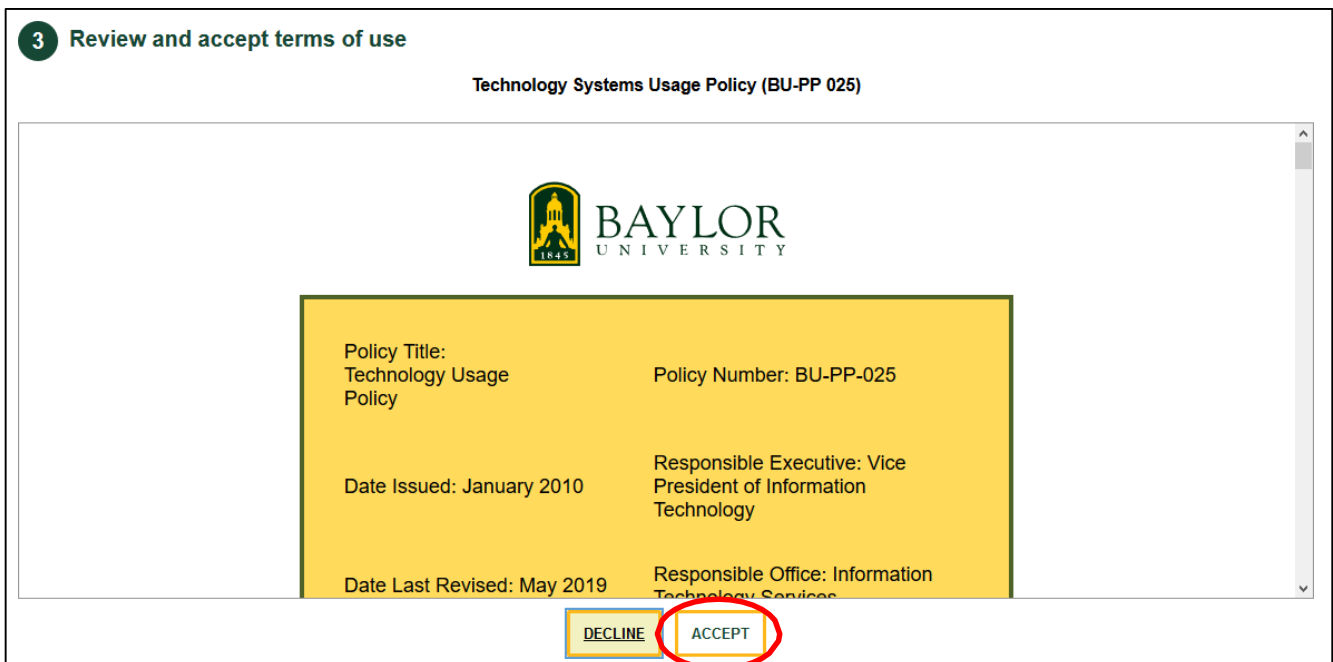
 **BAYLOR**
UNIVERSITY

Policy Title: Technology Usage Policy Policy Number: BU-PP-025

Date Issued: January 2010 Responsible Executive: Vice President of Information Technology

Date Last Revised: May 2019 Responsible Office: Information Technology Services

DECLINE ACCEPT

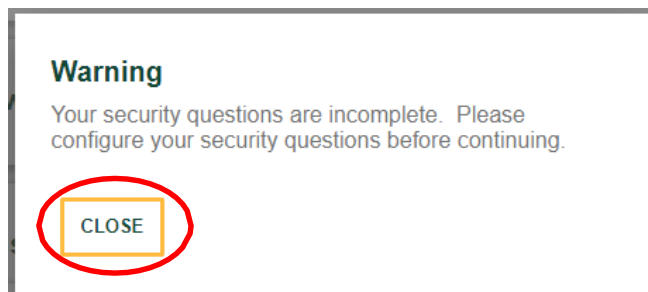


Step 4: Next you will see the following message. Click the **Close** button.

Warning


Your security questions are incomplete. Please configure your security questions before continuing.

CLOSE




Step 5: Select four security questions and answer them in the fields provided. Keep in mind that you may not have the same answer for two different security questions. Once you have selected and answered your security questions, click the **Submit** button.

3 Set up security questions

Question 1
What is the last name of your first boss?
Click on the  button to select a different question.


.....
Answer for Question 1

.....
Re-type Your Answer for Question 1

Question 2
Maternal grandmother's maiden name?
Click on the  button to select a different question.


.....
Answer for Question 2

.....
Re-type Your Answer for Question 2

Question 3
In what city or town was your first job?
Click on the  button to select a different question.

....
Answer for Question 3

....
Re-type Your Answer for Question 3

Question 4
What was your mother's hometown?
Click on the  button to select a different question.

.....
Answer for Question 4

.....
Re-type Your Answer for Question 4

Step 6: Select a password. The password requirements are listed on the right. Once the password is entered in both fields, click the **Submit** button.

4 Select the desired accounts (or "account groups") for password reset and create a new password

You may use the same password for multiple accounts and account groups if it does not violate password rules.

The list of account(s) for password reset.

Application/Group	Account	Password Rules	Last Reset Attempted On	Reset password Before
▼ Default				
▪ Active Directory	Donna_Herbert		10/17/2018 7:51 AM	10/17/2019 7:51 AM
1 Total				

* New Password:

Password Strength:

* Re-type Password:

Password Rules	Default
Mandatory	
Length: Minimum	10
Length: Maximum	32
Letters: Minimum	2
First Name: Disallow first N characters	Yes
Last Name (Surname): Disallow first N characters	Yes
BearID: Disallow first N characters	10
Conditional	
Conditional rules to be satisfied	3 out of 4
Letters: Minimum upper case	1
Letters: Minimum lower case	1
Numbers: Minimum	1
Special characters: Minimum	1

Upon entering a password that satisfies the requirements, you will see a message stating that you have successfully set your password. Click the **Exit** button. If you have any questions about the initial setup of your password, please contact the Help Desk at 254-710-4357.