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:

![Image of Baylor Password and Account Management Portal]

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

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

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.

Step 5: Leave the selection on “Reset my password” and click the Next button.
Step 6: For the initial password set, skip Step 6.

Step 7: Select a password. The password requirements are listed on the right. Once the password is entered in both fields, click the **Submit** button.

Upon entering a password that satisfies the requirements, you will see this message. 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.