Forgotten or Expired BearID Password

If you forget your BearID password, or it expires, you can use myBearID Portal to reset your password. There are two ways to do this. If you have your cell phone in your profile, use Option 1 below to get a password reset code. Otherwise, skip to Option 2 for instructions on answering your security questions to reset your password.

**Option 1**
To reset your expired password using a reset code, go to: [http://www.baylor.edu/bearid](http://www.baylor.edu/bearid), and click on “Send a password reset CODE to my cell phone or Baylor Email Address”

**Enter your BearID**

Fill in the blanks on the following page, check the checkbox, and click the **Request CODE** button.

![Set/Reset your Password](image)

**Verify your identity and request a CODE: Enter your user information**

![Set/Reset your Password](image)
Select where you want the code to be sent and click the **Send CODE** button.

You will receive a message that the CODE has been sent. Click the **Close** button.

Enter the code in the blank provided and click on the **Validate** button.

Enter your new password in the blanks provided and click on the **Reset Password** button.
If your password is accepted, you will receive the following message. Click the **Exit** button. Remember to update your password for all other devices that you use to access the Baylor network, including your cell phone and/or tablet.
Option 2
To reset your expired password by answering your security questions, go to: http://www.baylor.edu/bearid, and enter your BearID in the blank provided. Click the Submit button.

Select the first option: “By providing answers to my security questions…” and click the Next button.
You will be presented with two of your security questions. Answer the questions as you did upon initial setup and click the **Submit** button.

Select the “Reset my password” option, and click the **Next** button.
Make sure the “Active Directory” option is selected. Enter your new password in both fields. The password rules are listed to the right. Click the **Submit** button.

If your password is accepted, you will received the following message. Click the **Exit** button. Remember to update your password for all other devices that you use to access the Baylor network, including your cell phone and/or tablet.