

# Reset Code for Forgotten or Expired BearID Password

If you forget your BearID password, or it expires, you can use myBearID Portal to reset your password. If you have your cell phone in your profile, use the steps below to get a password reset code.

To reset your expired or forgotten password using a reset code, go to: <https://bearid.baylor.edu/identity/self-service/bay/smsreset.jsf>. Fill in the blanks on the following page (DO NOT enter any information in the Personal Email Address box, check the checkbox, and click the **Submit** button).


Set/Reset your Password

No worries. You may quickly and securely reset forgotten passwords to your accounts.

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

\* Legal First Name:

\* Legal Last Name (Surname):

\* Birth Date:    
Format: mm/dd/yyyy

\* Baylor ID Number:

Personal Email Address:

By selecting this checkbox you agree to receive text messages on your mobile device.

**SUBMIT**

\* Required field

Select where you want the code to be sent and click the **Send CODE** button.

**2 Select where you want the CODE to be sent**

Cellphone (\*\*\*\*\*939)

E-mail (Don\*\*\*\*\*@baylor.edu)

Both (\*\*\*\*\*939 & Don\*\*\*\*\*@baylor.edu)

**SEND CODE**

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

**Information**

The CODE has been sent via text to \*\*\*\*\*939.

**CLOSE**

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

**3 Validate your CODE: Enter the CODE that was sent to your mobile device**

CODE:  **VALIDATE** **RESEND CODE**

Show CODE

Enter your new password in the blanks provided and click on the **Reset Password** button.

**4 Create and confirm your new password**

New Password:

Re-type Password:

**Reset Password**

Password Rules	Default
<b>Mandatory</b>	
Length: Minimum	8
Length: Maximum	32
Letters: Minimum	2
User name: Disallow contain	Yes
BearID: Disallow contain	Yes
<b>Conditional</b>	
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

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.

